ASCC

AMERICAN SAMOA COMMUNITY COLLEGE

2016 – 2018 GENERAL CATALOG

Manulautì

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

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

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

"Saili le Atamai"
Since 1970

American Samoa Community College
Post Office Box 2609
Pago Pago, American Samoa 96799
(684) 699-9155
Facsimile: (684) 699-2062
www.amsamoa.edu

Vision

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

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

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INSTITUTIONAL LEARNING OUTCOMES

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

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

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

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

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

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

INSTITUTIONAL CORE VALUES

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

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

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

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

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

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

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A MESSAGE FROM THE PRESIDENT

Welcome to the 2016-2018 ASCC Catalog. Whether you're attending college for the first time or a non-traditional student taking classes to expand your horizons, in these pages you will find a wealth of opportunities for the fulfillment of your educational goals. ASCC itself also works towards a goal, which is to provide the necessary services for the achievement of our Vision, Mission, Institutional Core Values and Learning Outcomes. One of our Core Values is Collaboration and Teamwork, a characteristic which has proven particularly rewarding to the institution over the last several years.

Through Collaboration and Teamwork we have made significant progress in the development of a data-driven system of supporting and tracking student achievement and learning outcomes. This ongoing effort relies on cooperation and effective communication between the individual areas of our institution. It begins with quality one-on-one interaction with students by their instructors, and also encompasses effective academic and personal counseling, appropriate technical support to assist learning, efficient processing of student records, and the collection, organization and analysis of relevant data to ensure institutional effectiveness and accountability.

I can think of no finer expression of the College's spirit of Collaboration and Teamwork than the collective effort over the last few years for the institution to maintain accreditation in good standing with the Western Association of Schools and Colleges. Everyone in the ASCC family from the support staff to the Board of Higher Education has contributed to this work, and all involved should take pride that ASCC continues to enjoy equal accreditation status with any other community or junior college in the United States.

Even the College's new Multi-Purpose Center, which is nearing completion, is the result of Collaboration. The initial design concept was created by a team of Architecture students from the University of Hawaii, working in conjunction with ASCC. Ongoing guidance during the construction phase has been provided by a team that includes ASCC administrators, architects from Honolulu, and representatives of the local contractor. When completed, the Center will not only enable the College to more effectively serve its students, but will also have performance space available for appropriate public events, further highlighting the partnership between ASCC and the community we serve.

As you pursue your educational goals, remember that besides individual achievement at ASCC, many if not most of the accomplishments here result from people working together, be they students, instructors, staff, administrators, or a combination of all the above. Our many student organizations make available opportunities to participate in projects that serve our community, providing a learning experience that involves not only fellowship but also the fulfillment of a public need. In that sense, ASCC offers you a chance to grow not just as an individual, but also as an active community member, and I encourage you to make the most of both opportunities.

Soifua,

Dr. Seth P. Galea'i

President, American Samoa Community College

ACADEMIC CALENDAR 2016-2018

FALL 2016 REGULAR SESSION (AUGUST 22-DECEMBER 02, 2016)

August 08 – 09	Placement Test
August 11	Late Placement Test
August 15 – 16	**ASCC Convocation and Faculty Orientation**
August 17 – 19	Registration – New, Continuing and Returning Students
August 18 – 23	Add and Drop Period
August 22	**Instruction Begins**
August 22 – 23	Late Admissions and Late Registration
August 24 – September 02	Administrative Drop Period
August 25	New Student Orientation
August 24 – September 09	Drop Only Period
September 05	**HOLIDAY – Labor Day**
September 12 – October 21	Withdrawal Period to Receive a "W"
September 16	2016 Fall Semester Graduation Application Due
September 19 – October 21	Low Grade Reporting Period
September 30	Deadline to Submit Make-up Work for 2015 Spring and Summer Incomplete Grades
October 03	Deadline to Submit Change of Grades for Spring and Summer 2016
October 11 – 14	Midterm Examinations
October 10	**HOLIDAY – Columbus Day**
October 24 – November 10	Withdrawal Period to Receive a "W/F" or "W/NP"
November 11	**HOLIDAY – Veterans Day**
November 14 – December 08	Spring and Summer 2017 Priority Registration for Regular and CAPP 1st and 2nd Sessions
November 24	**HOLIDAY – Thanksgiving**
December 02	Last Day to Complete Withdrawal from ASCC
December 02	**Instruction Ends**
December 05 – December 08	Final Examinations
December 09 – December 15	Early ADD/DROP for Spring and Summer 2017
December 12	Fall 2016 Graduates Grades are Due
December 16	Fall 2016 Commencement Exercise
December 23	All Fall 2016 Grades Due

FALL 2016 CAPP 1ST SESSION (AUGUST 22- SEPTEMBER 30, 2016)

August 17 - 19	Registration – New, Continuing and Returning Students
August 22	**CAPP 1st Session Instruction Begins**
August 22 - 23	CAPP 1st Session Late Admissions and Registrations
August 22 - 23	CAPP 1st Session Add and Drop Period
August 24 – September 02	CAPP 1st Session Administrative Drop and Drop Only Period
August 29 – September 09	CAPP 1st Session Withdrawal Period Receive a "W"
September 05	**HOLIDAY – Labor Day**

AUGUST 2016

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JANUARY 2017

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ASCC Academic Calendar is subject to change

Sept13 – Sept 16	CAPP 1st Session Withdrawal Period to Receive a "W/NP" or "W/F"
September 30	**CAPP 1st Session Instruction Ends**
October 03 – 06	CAPP 1st Session Final Examinations
October 07	CAPP 1st Session Grades Due
October 10	**HOLIDAY – Columbus Day**
November 14 – Dec 08	Spring and Summer 2017 Priority Registration for CAPP Sessions

FALL 2016 CAPP 2ND SESSION (OCTOBER 17- NOVEMBER 25, 2016

October 10	**HOLIDAY – Columbus Day**
October 12 – 13	CAPP 2nd Session Registration
October 17	**CAPP 2nd Session Instruction Begins**
October 17 - 18	CAPP 2nd Session Late Admissions and Late Registrations
October 17 - 18	CAPP 2nd Session Add and Drop Period
October 20 – 28	CAPP 2nd Session Administrative Drop and Drop Only Period
October 24 – November 04	CAPP 2nd Session Withdrawal Period to Receive a "W"
November 07 – 11	CAPP 2nd Session Withdrawal Period to Receive a "W/NP" or "W/F"
November 11	**HOLIDAY – Veterans Day**
November 24	**HOLIDAY – Thanksgiving**
November 25	**CAPP 2nd Session Instruction Ends**
November 28 – December 01	CAPP 2nd Session Final Examination
December 02	CAPP 2nd Session Grades Due

FALL 2016 -10 WEEK SESSION (SEPTEMBER 06, NOVEMBER 10, 2016)

August 30 – September 01	Registration
September 02	Late Registration
September 05	**HOLIDAY – Labor Day**
September 06	**Instruction Begins**
September 06 – 07	Add & Drop Period
September 08 – 09	Administrative Drop and Drop Only Period
September 13 – October 07	Withdrawal Period to Receive a "W"
October 03 – 07	Midterm Week
October 10	**HOLIDAY – Columbus Day**
October 17 - 28	Withdrawal Period to Receive a "W/F" or "W/NP"
November 10	**Instruction Ends**
November 11	**HOLIDAY – Veterans Day**
November 14 - 18	Final Examinations
November 21	Fall 2016 Semester Grades Due

Note: Teacher Education, Nursing Program and all Evening Courses follows this Academic Calendar.

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ASCC Academic Calendar is subject to change

SPRING 2017 REGULAR SESSION (JANUARY 17-MAY 05, 2017)

January 04 – 05	Placement Test
January 06	Late Placement Test
January 09 – 10	Faculty Orientation
January 11 – 13	Registration – New, Continuing and Returning Students
January 12 – 17	Add and Drop Period
January 16	**HOLIDAY – Martin Luther King, Jr. Day**
January 17	**Instruction Begins**
January 17 – 18	Late Admissions and Late Registration
January 19	New Student Orientation
January 19 – 27	Administrative Drop Period
January 19 – February 03	Drop Only Period
February 06 – March 17	Withdrawal Period to Receive a "W"
February 10	Spring 2017 Semester Graduation Application Due
February 13 – March 17	Low Grade Reporting Period
February 20	**HOLIDAY – Presidents Day**
February 24	Deadline to Submit Make-Up Work for Fall 2016 Incomplete Grades
February 27	Deadline to Submit Change of Grade for Fall 2016
March 06 – 09	Midterm Examinations
March 13 – 17	**Spring Break**
March 20 – April 07	Withdrawal Period to Receive a "W/F" or "W/NP"
April 10 – May 04	Summer and Fall 2017 Priority Registration for Regular, CAPP 1st and 2nd Session
April 14	**HOLIDAY – Good Friday**
April 17	**HOLIDAY – American Samoa Flag Day**
May 05	Last Day to Complete Withdrawal from ASCC
May 05	**Instruction Ends**
May 08 - 11	**Final Examinations**
May 15	2017 Spring Semester Graduates Grades Due
May 12 – 17	Early Add and Drop for Summer and Fall 2017
May 19	2017 Spring Semester Commencement
May 26	All 2017 Spring Semester Grades Due

SPRING 2017 CAPP 1st SESSION (JANUARY 17-FEBRUARY 24, 2017)

January 11 – 13	Registration – New, Continuing and Returning Students
January 16	**HOLIDAY – Martin Luther King, Jr. Day**
January 17	**Instruction Ends**
January 17 - 18	CAPP 1st Session Late Admissions and Registration
January 17 - 18	CAPP 1st Session Add and Drop Period
January 19	New Student Orientation
January 19 – 27	CAPP 1st Session Administrative Drop and Drop Only Period
January 23 – February 03	CAPP 1st Session Withdrawal Period to Receive a "W"
February 06 – 10	CAPP 1st Session Withdrawal Period to Receive a "W/NP"
February 20	**HOLIDAY – Presidents Day**
February 24	**CAPP 1st Session Instruction Ends**
February 27 – March 02	CAPP 1st Session Final Examinations
March 03	CAPP 1st Session Grades Due

DECEMBER 2016

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ASCC Academic Calendar is subject to change

SPRING 2017 CAPP 2nd SESSION (MARCH 20 – APRIL 28, 2017)

March 08 - 09	CAPP 2nd Session Registration
March 13 – 17	**Spring Break**
March 20	**CAPP 2nd Session Instruction Begins**
March 20 - 21	CAPP 2nd Late Admissions and Registration
March 20 - 21	CAPP 2nd Session Add & Drop Period
March 22 – 31	CAPP 2nd Session Administrative Drop and Drop Only Period
March 27 – April 07	CAPP 2nd Session Withdrawal Period to Receive a "W"
April 10 – 13	CAPP 2nd Session Withdrawal Period to Receive a "W/NP"
April 14	**HOLIDAY – Good Friday**
April 17	**HOLIDAY – American Samoa Flag Day**
April 10 – May 04	Summer and Fall 2017 Priority Registration CAPP 1st and 2nd Session
April 28	**CAPP 2nd Session Instruction Ends**
May 01 – 04	CAPP 2nd Session Final Examinations
May 05	CAPP 2nd Session Grades Due

SPRING 2017 –10 WEEK SESSION (JANUARY 30-APRIL 14, 2017)

January 24 – 26	Registration
January 27	Spring 2017 Late Registration
January 30	**Instruction Begins**
January 30 – 31	Add & Drop Period
February 01 – 03	Administrative Drop and Drop Only Period
February 06 – March 03	Withdrawal Period to Receive A "W"
February 20	**HOLIDAY – Presidents Day**
February 27 – March 03	Midterm Week
March 06 – 10	Withdrawal Period to Receive A "W/F" or "W/NP"
March 13 – 17	**Spring Break**
April 14	**Instruction Ends**
April 17	**HOLIDAY: American Samoa Flag Day**
April 18 – 20	Final Examinations
April 21	Grades Due

Note: Teacher Education, Nursing Program and all Evening Courses follows this calendar.

SUMMER 2017 SESSION (JUNE 05- JULY 14, 2017)

May 24 – 25	Summer 2017 Placement Test
May 29	**HOLIDAY – Memorial Day**
May 31 – June 02	Registration – New, Continuing, and Returning Students
June 05	**Instruction Begins**
June 01 – 06	Add and Drop Period
June 05 – 06	Late Admissions and Late Registration
June 07 – 09	Administrative Drop and Drop Only Period
June 12 – 30	Withdrawal Period to Receive a "W"
July 03 – 07	Withdrawal Period to Receive a "W/F" or "W/NP"
July 04	**HOLIDAY – Independence Day**
July 14	**Instruction Ends**
July 17	**HOLIDAY-Manu'a Flag Day**
July 17 – 19	Final Examinations
July 21	2017 Summer Regular and CAPP Session Grades Due

Note: Regular and CAPP Summer Session academic calendar

DECEMBER 2016

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JANUARY 2017

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FEBRUARY 2017

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MARCH 2017

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ASCC Academic Calendar is subject to change

SUMMER TED 1st SESSION (MAY 29 – JUNE 30, 2017)

May 23 – 25	1st and 2nd TED Summer Session Registration
May 26	1st and 2nd TED Summer Session Late Registration
May 29	**HOLIDAY – Memorial Day**
May 30	**1st TED Session Instruction Begins**
May 30 – 31	Add/Drop Period
June 01 – 02	Administrative Drop and Drop Only Period
June 05 – 16	Withdrawal Period to Receive a "W"
June 19 – 23	Withdrawal Period to Receive a "W/F" or "W/NP"
June 30	**1st TED Session Instruction Ends**
July 03	1st TED Session Grades Due

SUMMER TED 2nd SESSION (JULY 03, AUGUST 04, 2017)

July 03	2nd TED Summer Late Registration
July 03	**2nd TED Session Instruction Begins**
July 04	**HOLIDAY – Independence Day**
July 03 - 05	Add/Drop Period
July 06 – 07	Administrative Drop and Drop Only Period
July 10 – 21	2nd Session Withdrawal Period to Receive a "W"
July 24 – 28	2nd Session Withdrawal Period to Receive a "W/F" and "W/NP"
August 04	**2nd TED Session Instruction Ends**
August 07	2nd Session Grades Due

FALL 2017 REGULSAR SESSION (AUGUST 21- DECEMBER 08, 2017)

August 07 - 08	Placement Test
August 10	Late Placement Test
August 14 – 15	**ASCC Convocation and Faculty Orientation**
August 16 – 18	Registration – New, Continuing and Returning Students
August 17 – 22	Add/Drop Period
August 21	**Instruction Begins**
August 21 – 22	Late Admissions and Late Registration
August 24	New Student Orientation
August 23 – September 01	Administrative Drop Period
August 23 – September 08	Drop Only Period
September 04	**HOLIDAY – Labor Day**
September 11 – October 20	Withdrawal Period to Receive a "W"
September 18 – October 20	Low Grade Reporting Period
September 29	Deadline to Submit Make-Up Work for 2017 Spring and Summer Incomplete Grades
September 29	2017 Fall Semester Graduation Application Due
October 02	Deadline to Submit Change of Grades for Spring and Summer 2017
October 09	**HOLIDAY – Columbus Day**
October 10 – 13	Midterm Examinations
October 23 – November 10	Withdrawal Period to Receive a "W/F"
November 13 – December 14	Spring and Summer 2018 Priority Registration
November 23	**HOLIDAY – Thanksgiving**
December 08	**Instruction Ends**
December 08	Last Day to Complete Withdrawal from ASCC
December 08 -13	Early Add and Drop for Spring and Summer 2018
December 11 – 14	Final Examinations
December 18	Fall 2017 Graduate Grades Due
December 22	Fall 2017 Commencement Exercise
December 29	All Fall 2017 Semester Grades Due

JULY 2017

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AUGUST 2017

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OCTOBER 2017

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NOVEMBER 2017

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DECEMBER 2017

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JANUARY 2018

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FEBRUARY 2018

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ASCC Academic Calendar is subject to change

FALL 2017 CAPP 1ST SESSION (AUGUST 21- SEPTEMBER 29, 2017)

August 16 – 18	Registration – New, Continuing and Returning Students
August 21	**CAPP 1st Session Instruction Begins**
August 21 - 22	CAPP 1st Session Late Admissions and Late Registration
August 21 - 22	CAPP 1st Session Add and Drop Period
August 24	New Student Orientation
August 24 – 27	CAPP 1st Session Administrative Drop and Drop Only Period
August 28 – September 08	CAPP 1st Session Withdrawal Period to Receive a "W"
September 04	**HOLIDAY – Labor Day**
September 11 – September 15	CAPP 1st Session Withdrawal Period to Receive a "W/NP"
September 29	**CAPP 1st Session Instruction Ends**
October 02 – 05	CAPP 1st Session Final Examinations
October 06	CAPP 1st Session Grades Due

FALL 2017 CAPP 2ND SESSION (OCTOBER 16-NOVEMBER 24, 2017)

October 09	**HOLIDAY – Columbus Day**
October 11 – 12	CAPP 2nd Session Registration
October 16	**CAPP 2nd Session Instruction Begins**
October 16 - 17	CAPP 2nd Session Late Admissions and Late Registration
October 16 - 17	CAPP 2nd Session Add and Drop Period
October 18 – 27	CAPP 2nd Session Administrative Drop and Drop ONLY Period
October 23 – November 03	CAPP 2nd Session Withdrawal Period to Receive a "W"
November 06 – 10	CAPP 2nd Session Withdrawal Period to Receive a "W/NP"
November 11	**HOLIDAY – Veterans Day**
November 23	**HOLIDAY – Thanksgiving**
November 24	**CAPP 2nd Session Instruction Ends**
November 27 – 30	CAPP 2nd Session Final Examinations
December 01	CAPP 2nd Session Grades Due

FALL 2017 – 10 WEEK SESSION (SEPTEMBER 05 – NOV. 10, 2017)

August 29 – 31	Registration
September 01	Late Registration
September 04	**HOLIDAY – Labor Day**
September 05	**Instruction Begins**
September 05 – 06	Add and Drop Period
September 07 – 11	Administrative Drop and Drop Only Period
September 12 – October 06	Withdrawal Period to Receive a "W"
October 02 – 06	Midterm Week
October 09	**HOLIDAY – Columbus Day**
October 11 – 17	Withdrawal Period to Receive a "W/F" or "W/NP"
November 10	**Instruction Ends**
November 11	**HOLIDAY – Veterans Day**
November 13 - 17	Final Examination
November 20	Semester Grades Due

Note: Teacher Education, Nursing Program and all Evening Courses follows this calendar.

JULY 2017

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SEPTEMBER 2017

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OCTOBER 2017

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JANUARY 2018

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FEBRUARY 2018

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ASCC Academic Calendar is subject to change

SPRING 2018 REGULAR SESSION (JANUARY 16-MAY 04, 2018)

January 03 – 04	Placement Test
January 05	Late Placement Test
January 08 – 09	Faculty Orientation
January 10 – 12	Registration – New, Continuing and Returning Students
January 11 – 16	Add and Drop Period
January 15	**HOLIDAY – Martin Luther King, Jr. Day**
January 16	**Instruction Begins**
January 16 – 17	Late Admissions and Late Registration
January 18	New Student Orientation
January 18 – 26	Administrative Drop Period
January 18 – February 02	Drop Only Period
February 05 – March 16	Withdrawal Period to Receive a "W"
February 09	Spring 2017 Semester Graduation Application Due
February 12 – March 16	Low Grade Reporting Period
February 19	**HOLIDAY – Presidents Day**
February 23	Deadline to Submit Make-Up Work for Fall 2017 Incomplete Grades
February 26	Deadline to Submit Change of Grade for Fall 2017
March 05 – 08	Midterm Examinations
March 12 – 16	**Spring Break**
March 19 – April 06	Withdrawal Period to Receive a "W/F" or "W/NP"
March 30	**HOLIDAY – Good Friday**
April 09 – May 02	Summer and Fall 2018 Priority Registration for Regular,
	CAPP 1st and 2nd Session
April 17	**HOLIDAY – American Samoa Flag Day**
May 04	Last Day to Complete Withdrawal from ASCC
May 04	**Instruction Ends**
May 07 - 10	Final Examinations
May 14	2018 Spring Semester Graduates Grades Due
May 11 – 16	Early Add & Drop for Summer and Fall 2018
May 18	2018 Spring Semester Commencement
May 25	All 2018 Spring Semester Grades Due

SPRING 2018 CAPP 1st SESSION (JANUARY 16 – FEBRUARY 23, 2018)

January 10 – 12	Registration – New, Continuing and Returning Students
January 15	**HOLIDAY – Martin Luther King, Jr. Day**
January 16	**Instruction Begins**
January 16 - 17	CAPP 1st Session Late Admissions and Registration
January 16 - 17	CAPP 1st Session Add and Drop Period
January 18	New Student Orientation
January 18 – 26	CAPP 1st Session Administrative Drop and Drop Only Period
January 22 – February 02	CAPP 1st Session Withdrawal Period to Receive a "W"
February 05 – 09	CAPP 1st Session Withdrawal Period to Receive a "W/NP"
February 19	**HOLIDAY – Presidents Day**
February 23	**CAPP 1st Session Instruction Ends**
February 26 – March 01	CAPP 1st Session Final Examinations
March 02	CAPP 1st Session Grades Due

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ASCC Academic Calendar is subject to change

SPRING 2018 CAPP 2nd SESSION (MARCH 19-APRIL 28, 2018)

March 07 - 08	CAPP 2nd Session Registration
March 12 – 16	**Spring Break**
March 19	**CAPP 2nd Session Instruction Begins**
March 19 - 20	CAPP 2nd Late Admissions and Registration
March 19 - 20	CAPP 2nd Session Add and Drop Period
March 21 – 30	CAPP 2nd Session Administrative Drop and Drop Only Period
March 26 – April 06	CAPP 2nd Session Withdrawal Period to Receive a "W"
March 30	**HOLIDAY – Good Friday**
April 09 – 12	CAPP 2nd Session Withdrawal Period to Receive a "W/NP"
April 09 – May 03	Summer and Fall 2018 Priority Registration CAPP 1st and 2nd Session
April 17	**HOLIDAY – American Samoa Flag Day**
April 28	**CAPP 2nd Session Instruction Ends**
April 30 – May 03	CAPP 2nd Session Final Examinations
May 04	CAPP 2nd Session Grades Due

SPRING 2018—10 WEEK SESSION (JANUARY 29 – APRIL 17, 2018)

January 23 – 25	Registration
January 26	2018 Late Registration
January 29	**Instruction Begins**
January 29 – 30	Add and Drop Period
January 31 – February 02	Administrative Drop and Drop Only Period
February 05 – March 02	Withdrawal Period to Receive A "W"
February 19	**HOLIDAY – Presidents Day**
February 26 – March 02	Midterm Week
March 05 – 09	Withdrawal Period to Receive A "W/F" or "W/NP"
March 12 – 16	**Spring Break**
March 30	**HOLIDAY – Good Friday**
April 13	**Instruction Ends**
April 17	**HOLIDAY – American Samoa Flag Day**
April 16 – 19	Final Examinations
April 20	Grades Due

Note: Teacher Education, Nursing Program and all Evening Courses follows this calendar.

SUMMER 2018 SUMMER SESSION (JUNE 04- JULY 13, 2018)

May 24 – 25	Summer 2017 Placement Test
May 28	**HOLIDAY – Memorial Day**
May 29 – 31	Registration – New, Continuing, and Returning Students
June 04	**Instruction Begins**
May 31 – June 05	Add and Drop Period
June 04 – 05	Late Admissions and Late Registration
June 06 – 08	Administrative Drop and Drop Only Period
June 11 – 29	Withdrawal Period to Receive a "W"
July 02 – 06	Withdrawal Period to Receive a "W/F" or "W/NP"
July 04	**HOLIDAY – Independence Day**
July 13	**Instruction Ends**
July 16 – 18	Final Examinations
July 16	**HOLIDAY-Manu'a Flag Day**
July 20	2017 Summer Regular and CAPP Session Grades Due

DECEMBER 2017

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JANUARY 2018

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FEBRUARY 2018

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MARCH 2018

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MAY 2018

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JUNE 2018

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JULY 2018

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ASCC Academic Calendar is subject to change

Note: Regular and CAPP Summer Session academic calendar

SUMMER TED 1st SESSION (MAY 29- JUNE 29, 2018)

May 23 – 25	1st and 2nd TED Summer Session Registration
May 26	1st and 2nd TED Summer Session Late Registration
May 28	**HOLIDAY – Memorial Day**
May 29	**1st Session Instruction Begins**
May 29 – 30	Add/Drop Period
May 31 – June 01	Administrative Drop and Drop Only Period
June 04 – 15	Withdrawal Period to Receive a "W"
June 18 – 22	Withdrawal Period to Receive a "W/F" or "W/NP"
June 29	**1st TED Session Instruction Ends**
July 02	1st TED Session Grades Due

SUMMER TED 2nd SESSION (JULY 02 – AUGUST 03, 2018)

July 02	2nd TED Summer Late Registration
July 02	**2nd TED Session Instruction Begins**
July 04	**HOLIDAY – Independence Day**
July 02 – 03	Add/Drop Period
July 05 – 06	Administrative Drop and Drop Only Period
July 09 – 20	2nd TED Session Withdrawal Period to Receive a "W"
July 16	**HOLIDAY-Manu'a Flag Day**
July 23 – 27	2nd TED Session Withdrawal Period to Receive a "W/F" and "W/NP"
August 03	**2nd TED Session Instruction Ends**
August 06	2nd TED Session

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ASCC Academic Calendar is subject to change

GENERAL INFORMATION

College Official Name:
American Samoa Community College

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

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

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

In compliance with the United States Department of Education (USDE) policies and regulations effective December 2014, the WASC-ACCJC is accrediting the Bachelor of Education program offered at the American Samoa Community College. USDE has ruled that no institution can have more than one accreditor.

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 PagoPago, 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 65,000. 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 1979, a grant from the U.S. Economic Development Administration enabled ASCC to complete five new buildings, with modern facilities for instruction in Science, Nursing, Fine Arts and Vocational Education, as well as a cafeteria and a gymnasium.

In 2003, ASCC opened a new state of the art library;

In 2008, ASCC added a new Lecture Hall, administrative offices, and two new Teacher Education classrooms;

In 2011, all classrooms, science labs and computer labs, were renovated and upgraded with funding from the American Reinvestment Recovery Act (ARRA);

In 2013, ground breaking for the Multi-Purpose Center was initiated;

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POLICIES AND MANDATES;

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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.

Non-Discrimination Policy:
Discrimination in all programs, activities, and work environments is unlawful and will not be tolerated by the American Samoa Community College. In accordance with the law, the College does not discriminate against individuals on the basis of age, race, color, sex, sexual orientation, gender-identity, marital status, religion, disability, genetic information, veteran's status, ancestry, national or ethnic origin, or political affiliation.

Disability Access and Reasonable Accommodation Services:
ASCC is committed to assist and provide appropriate academic access services to students with a certified disability who meet the academic and essential requirements for admission or participation in the education program or activity given appropriate and reasonable accommodation. Students with a disability will not, on the basis of that disability, be denied full and equal access to academic and co-curricular programs or activities or otherwise be subjected to discrimination under programs or activities offered by ASCC. This is to ensure full compliance with all pertinent federal and state legislation, including Section 504 of the Rehabilitation Act of 1973 as amended by the American with Disabilities Act (ADA) of 1992.

Students may contact Counseling Services to obtain information on accessibility to services, activities and facilities.
Programs include but are not limited to: Academic majors and certificate and degree plans, including coursework and practical research; career training; counseling; financial aid; physical education; recreation activities by student organizations; placement; and any other programs offered by the college.

New and prospective students with a certified disability should contact the Division of Student Services and refer to the Student Handbook for further details on college access and accommodation services. Individuals must make all requests at least one month prior to the start of their entering semester. Upon request, assistance and orientation to ASCC process will be provided.

Veterans Access Fees and Tuition Policy:
A non-US Citizen/National can apply for "American Samoa Residency Tuition Status" if the student has resided in the Territory of American Samoa for five consecutive years prior to applying for admission. Application for AS Residency Tuition Status is available at the ASCC Admissions Office.

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

Section 702 of the Veterans Access, Choice and Accountability Act of 2014

The following individuals shall be charged the in-state rate, or otherwise considered a resident, for tuition and fees purposes:

- A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill – Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in American Samoa while attending the American Samoa Community College and enrolls in the school within three years of discharge or

release from a period of active duty service of 90 days or more.

- Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319) who lives in American Samoa while attending the American Samoa Community College and enrolls in the school within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.
- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in American Samoa while attending the American Samoa Community College and enrolls in the school within three years of the Service member's death in the line of duty following a period of active duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three year period following discharge, release, or death described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.

Dependents of qualified Veterans as described above.

Violence Against Women Act (VAWA):

The HEA defines the new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994 as follows:

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

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

"Dating violence" means "violence committed by a person:

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

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

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

Requirements (Source: American Council on Education):

1. Report the listed violence beyond crime categories the Cleary Act already mandates;
2. Adopt certain student discipline procedures, such as for notifying purported victims of their rights; and
3. Adopt certain institutional policies to address and prevent campus sexual violence,

New Student Discipline Requirements:

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

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New Requirements to Educate Students and Employees on Sexual Violence:

1. Must have training programs in place.

ASCC Governance Manual (p. 53):

Policy 4207: Violence in the Workplace
ASCC encourages a safe campus environment for all employees and students. A safe environment free from acts of threats of physical violence, including harassment, intimidation and other disruptive behavior in the workplace will not be condone or tolerated. All reported incidents of workplace violence shall be taken seriously and shall be dealt with appropriately.

Violence – for this policy, it is defined as the deliberate and wrongful violation, damage, or abuse of persons or property and includes threats of violence.

"Acts of threats or violence" include conduct against persons or property sufficiently severe, offensive, or intimidating to alter employment conditions or to create a hostile, abusive, or intimidating work environment for any college employee/student. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of both mental and physical harm.

Policy 4211: Harassment/Sexual Harassment
Policy 4212: Appeal and Grievance
Policy 4306: Training Programs
Policy 5200: Sexual Harassment *(Students)*
Policy 6220: Campus Safety

Drug Free Policy
(Note: We acknowledge that alcohol and nicotine are legal yet hazardous.)
The use, consumption and possession of ANY narcotics, dangerous drugs or controlled substances by any student of the College for which said student does not have a valid prescription is strictly prohibited on the American Samoa Community College campus or at any other ASCC off-campus function.

COLLEGE PUBLICATIONS

Policies and Governance Manuals:

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

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

ASCC Personnel Manual
The ASCC Personnel Manual provides administrative definitions, procedures, and consequences for personnel encompassing policies with emphasis on institutional procedures and its impact on College operations. The Personnel Manual is under the supervision of the President and Vice Presidents and implemented by the administration. The Personnel Manual can be found on the College's website at: www.amsamoa.edu

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Catalog and Handbook:

ASCC General College Catalog

The American Samoa Community College publishes an updated catalog every two years. The catalog provides general information about the College, specific information about available programs and services, and is the students' guide to certificate and degree requirements. The production of the ASCC General College Catalog is under the supervision of the Dean of Academic Affairs Curriculum Committee Chairperson and the Curriculum Committee. The ASCC Catalog can be found on the College's website at www.amsamoa.edu or is available for purchase at the ASCC Le Bookstore.

ASCC Student Handbook

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

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INSTRUCTIONAL PROGRAMS & SERVICES

DIVISION OF ACADEMIC AFFAIRS (DOAA)

Mission:

As the learning outcome centered division, the Academic Affairs Division is in alignment with the ASCC Catalog to provide the highest levels of quality academic services for students through on-going analysis, assessment, and improvement of instructional programs and personnel.

Academic Affairs Divisional Outcomes:

Divisional Outcome 1: Curriculum, Instruction, and Planning

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

Divisional Outcome 2: Highest level of academic services

Provide opportunities to establish quality academic and student programs. Provide academic services and be accountable to for maintaining the academic integrity of programs for students and faculty.

Divisional Outcome 3: Internal and External Partnerships and Entities

Provide quality academic programs and services to meet transferability requirements and to coordinate programs and activities for workforce development. Provide opportunities and resources for the underserved, challenged, and non-traditional population and promote diversity and global engagement.

Divisional Outcome 4: Manage and allocate institutional resources effectively

Collaborate and work as a team with internal divisions, programs and departments in achieving student success and promote opportunity, access, and equity in professional development for faculty and staff both locally and off-island.

Divisional Outcome 5: Recruit, retain, and support faculty and staff in a culture of excellence and innovation

Promote excellence in teaching pedagogy through continuous evaluation of the teaching and learning process, provide professional development to equip instructors with technological skills necessary in the high technological world. Support instructors with appropriate teaching classification and ranks in alignment with the hiring process. Demonstrate continuous commitment to student learning by upgrading skills in teaching and learning.

ACADEMIC DEGREES

ASCC currently offers eight Associates of Arts Degrees, 18 Associates of Science Degrees, 22 Certificates of Proficiency, six Certificates of Completion and one Bachelor of Education degree;

ASCC has 17 academic departments and seven service divisions providing high quality programs and services;

ASCC offers courses throughout the academic year in the fall and spring semesters and summer sessions. Course offerings are scheduled according to the following semesters/session:

Fall and spring semesters:

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

Summer sessions:

- One six-week session
- Two five-week sessions NOTE: ACCEPTED EDIT THE CALENDAR ACCORDING TO THE LISTED SESSIONS.

Associate of Arts (AA) Degrees:

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

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

Length of Completion to receive an Associates of Arts Degree: Four-Six Semesters *(Note: Students seeking an Associates of Arts Degree are required to take 28 General Education required credits, 24-32 Core Foundational Area required credits, and 8-13 required credits for the Co-Foundational Area.*

AA Degrees Offered:

Associate of Arts Degree:
- Liberal Arts

Associate of Arts Degrees with an emphasis in:
- Elementary Education
- Human Services
- Music
- Political Science
- Pre-Law
- Samoan Studies
- Visual Art

Associate of Science (AS) Degrees:

The Associate of Science Degree provides development and understanding in the content and methodology of the major genres of study, awareness of the traditional cultural aspects of Samoa and the Pacific region and, student preparation for transfer and for gainful employment.

All Associate of Science degrees require General Education, Core Foundational, and Co-Foundational courses. A minimum of sixty (60) credits is required for an Associate of Science Degree.

Length of Completion to receive an Associates of Science Degree: Four-Six Semesters *(Note: Students seeking an Associates of Science Degree are required to take 28 General Education required credits and 32-54 Core and/or Co-Foundational Areas.*

AS Degrees Offered:

Associate of Science Degrees in:
- Accounting
- Agribusiness
- Architectural Drafting
- Auto Body Repair
- Automotive Technology
- Business Management
- Carpentry
- Civil Engineering Technology
- Criminal Justice
- Electrical Technology
- Electronics
- Family and Consumer Science
- General Agriculture
- Health Science
- Marine Science
- Natural Resources
- Nursing
- Welding

Bachelor of Education (B.Ed.) Degree:

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

A minimum of one hundred twenty (120) credits is required for a Bachelor of Education in Elementary Education Degree. The General Education and Co-Foundational requirements for a Bachelor Degree is comprised of the following courses, numbered 300 and higher.

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Length of Completion to receive a Bachelors of Education Degree: Four-Six Semesters *(Note: Students seeking a Bachelors of Education in Elementary Education Degree are required to have completed an associates degree or equivalent to 60+ credits, 11-24 admission required credits, 12 (300 Level) General Education required credits, and 45 required credits for the Co-Foundational Area.*

B.Ed. Degree Offered:

Bachelor of Education in:
- Elementary Education

ACADEMIC CERTIFICATES

Certificate of Proficiency (COP):

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

A minimum of 30 credits is required for a Certificate of Proficiency.

Length of Completion to receive a Certificate of Proficiency: Two/Three Semesters *(Note: Students seeking a Certificate of Proficiency are required to take one College level Math and English course for a total of 6-7 credits. Students are also required to take 23-41 credits to complete the Co-Foundational Area requirements.)*

Certificates of Proficiency Offered:

- COP in Accounting
- COP in Air-conditioning and Refrigeration
- COP in Architectural Drafting
- COP in Auto Body Repair
- COP in Advanced Automotive Technology
- COP in Basic Automotive Technology
- COP in Business Management
- COP in Carpentry
- COP in Civil Engineering Technology
- COP in Diesel
- COP in Electronics-Consumer
- COP in Electronics-Communication
- COP in Electronics-Computer Systems
- COP in Information Communication Technology-Electronic Office Option
- COP in Electrical Technology
- COP in Elementary Education
- COP in Guidance and Counseling
- COP in Marine Option Program (MOP)
- COP in Networking and Computing
- COP in Practical Nursing
- COP in Public Health
- COP in Welding

Certificate of Completion (COC):

A Certificate of Completion is awarded to individuals to prepare for entry-level skills and training required for employment in a specific trade, occupation, or profession related to the field of study. This award is for students who have successfully completed a minimum of 12 credit hours but may not exceed 19 credit hours in an occupational program providing job entry or job upgrading skills. The issuance of Certificate of Completion requires the student's work to be evaluated and determined to be satisfactory. In a credit course, the student must earn a cumulative Grade Point Average (CGPA) of 2.00 or better for all courses required in the Certificate program. The ASCC Placement Examination is required or testing scores from SAT, ACT, and/or TOEFL. Program requirements in English and Math should not fall below ENG 90, ENG 91, and MAT 90.

Length of Completion to receive a Certificate of Completion: One/Two Semester(s) *(Note: Students that do not meet the requirements for College level Math and English are required to take 10 credits prior to taking the program required courses for the preferred certificate.)*

Certificates of Completion Offered:

- Certificate of Completion in Auto Body Repair
- Certificate of Completion in Basic Electrical Theory
- Certificate of Completion in Carpentry Fundamentals
- Certificate of Completion in Fundamentals of Automotive
- Certificate of Completion in Nurse Aide
- Certificate of Completion in Welding Fundamentals

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COLLEGE ACCELERATED PREPARATORY PROGRAM (CAPP)

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

CAPP Courses

The courses in CAPP address reading, writing, and mathematics to prepare students for college level course work. The results from the SAT or ACT or TOEFL scores, or placement test will determine the English and Math courses required to complete the program.

Reading Courses:

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

Writing Courses:

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

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Mathematic Courses:

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

CAPP Learning Outcomes

I. Reading, Speaking and Writing Outcomes:

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

II. Mathematics Outcomes:

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

CAPP Policy

- A student with a placement result indicating ENG 150 Introduction to Literature, and ENG 151 Freshman Composition and Math 90 Elementary Algebra, is eligible to take General Education courses (150-college level) courses.
- The student must pass MAT 90, ENG 90, and ENG 91 in the first session of CAPP in order to continue with the recommended General Education courses in the CAPP second session.
- If the student does not pass MAT 90, ENG 90, and ENG 91 in the first session of CAPP he/she will not be allowed to take 150-college level courses in the CAPP second session until these courses are complete.
- Students placing in this category will be assisted with advising, registration, and progress monitored by the Academic Advisors.

ENRICHMENT COURSES

Army Reserve Officers Training Corps (ROTC):

The American Samoa Community College offers ROTC in partnership with the University of Hawaii Army ROTC program. The program offers elective credit towards an associates or bachelor's degree. The Army ROTC program does not lead to any degree in Military Science. Academic performance in core ASCC curriculum should be the main focus of cadets. The Army ROTC Basic Course consists of four distinct semesters, and 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.

Students must be pursuing an associate's degree in any of the majors offered at the American Samoa Community College. The basic course (MSL I referring to MSL 101 and 102 and MSL II referring to MSL 201 and 202) normally corresponds to the student's freshman and sophomore years. It is designed to enhance student's interest in ROTC and the Army. Upon completion of the basic course, students will transfer to one of the 273 universities in the U.S. offering ROTC to continue with the advance courses (MSL III and MSL IV). ROTC offers four, three, or two year scholarships depending on the student's academic alignment. Only U.S. citizens and nationals are qualified for the scholarship in the Army ROTC.

WORKFORCE DEVELOPMENT TRAINING

Apprenticeship and Workforce Development (AWD)

To align with TTD's Mission Statement: " to upgrade skills of incumbent workers," as well as the ASCC's Workforce, Economic, and Community Development Governance Policy Statement to provide current, relevant and applicable training in building occupational skills and technical capabilities of both traditional and non-traditional students and incumbent workers leading to a national certification and/or professional licensure, the Apprenticeship & Workforce Development

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(AWD) program was established under the auspices of the Trades and Technology Division to oversee, develop and implement the training program.

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

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

- Auto Body Technician
- Auto and CAD (Draftsman)
- Automotive Technician
- Information Technology
- Secretarial and more
- Air Condition and Refrigeration Technician
- Electrician
- Welder
- Construction Worker

DIVISION OF STUDENT SERVICES (DOSS)

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

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

ADMISSIONS

ADMISSION POLICIES

ADMISSION FOR AA OR AS AND/OR CERTIFICATE DEGREE SEEKING STUDENTS

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

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

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Residency Requirements
All U.S Citizens and U.S. Nationals may enroll as residents. Non-U.S. Citizens or non-U.S. Nationals are required to provide a current American Samoa Government (ASG) Immigration Board Authorization and valid ASG identification. Regular admissions procedures apply.

Additionally, a non-U.S. Citizen National can apply for "American Samoa Residency Tuition Status" if the student has resided in the Territory of American Samoa for five consecutive years prior to applying for admission. Application for AS Residency Tuition Status is available at the Finance 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.

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

Section 702 of the Veterans Access, Choice, and Accountability Act of 2014
The following individuals shall be charged the in-state rate, or otherwise considered a resident, for tuition and fees purposes:

- A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill – Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in American Samoa while attending the American Samoa Community College and enrolls in the school within three years of discharge or release from a period of active duty service of 90 days or more.

- Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319) who lives in American Samoa while attending the American Samoa Community College and enrolls in the school within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.

- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C.§ 3311(b)(9)) who lives in American Samoa while attending the American Samoa Community College and enrolls in the school within three years of the Service member's death in the line of duty following a period of active duty service of 90 days or more.

- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three year period following discharge, release, or death described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.

Admission Procedures for Resident & Non-Resident Students
Prospective students should submit a completed Admissions application to the Admissions Office prior to registration along with the required documents. Copies of all documents will be made and the originals are returned to the student. No fee is required.

Resident Students:

1. Fill out the admission application and submit copies of all the following documents:
    a. Social Security Card
    b. Passport
        i. If a passport is not available, provide your Birth Certificate and your American Samoa Government identification card.
2. Applicants under the age of 18 must submit at least one of the following:
    a. High school diploma
    b. General Education Diploma (GED)
    c. Secondary School Certificate if entering from a non-U.S. system
    d. U.S. Military Form DD214

***Non-Resident Students**:*

1. Fill out the admission application and submit copies of all the following documents:
    a) Passport or Birth Certificate
    b) Social Security Card (if any)
    c) Alien Registration Identification Card
        1. From Immigration Office and Immigration Board Authorization
        2. Document (authorization to attend ASCC)
2. Applicants under the age of 18 must submit one of the following
    a) High School Diploma
    b) General Education Diploma (GED)
    c) Secondary School Certificate if entering from a non-U.S. System
    d) U.S. Military Form DD214

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Transfer Students:

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

Program Pre-Admission Requirements:

Nursing Program:

The Nurse Aide (NA), Practical Nursing (PN) and Registered Nursing (ADN) Programs have special pre-requisites and admission requirements. Further information and application requirements can be obtained from the Nursing Department. Completed applications for the NA, PN, and RN programs are accepted from April 1 to May 15 for fall semester admission or as announced. Applicants are responsible for submitting official college transcripts directly to the Records Office from the college(s) attended.

Each application will be reviewed prior to an interviewing process by the Nursing Program Advisory Committee. Notification of the scheduled interviewing date will be sent by mail, email, or by telephone. Applicants will be notified of acceptance or non-acceptance to the program within one week of their interview.

Applicants are required to submit the following with their application:

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

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

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

Bachelors of Education Program:

The Bachelors of Education Program has special pre-requisites and admission requirements. Further information can be obtained from the Teacher Education Department. Completed applications for the B.Ed. program are accepted at the end of the 4th week of instruction during the fall and spring semesters (2nd week of September and/or 2nd week of February). Applicants are responsible for submitting official college transcripts directly to the Records Office from the college(s) attended.

Each application will be reviewed prior to an interviewing process by the B.Ed. Faculty Committee. Applicants will be notified of acceptance or non-acceptance to the program within one week of their interview.

Applicants are required to submit the following with their application to the Teacher Education Department:

1. Official transcript from the college(s) attended;
2. Two letters of recommendation;
3. One faculty recommendation (outside of Teacher Education)
4. Current Health Clearance and Tuberculosis (TB) Clearance from the Department of Health

Students are required to complete a admissions application for acceptance into the B.Ed. program. All applications must be submitted to the Admissions Office.

For additional assistance, please contact the Teacher Education Department.
Call 699-9155, ext. 431 for information and status of application.

Placement Tests:

All new students are required to take the placement tests in Math and English if they decide not to use scores received from the TOEFL, SAT, or ACT tests. The TOEFL exam may be used for English placement, but must have been taken within 12 months prior to the date of application for admission. Current SAT or ACT examination scores may be used for placement. It is the responsibility of the 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.

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Students who 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 Office.

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

Testing Fees:
ASCC placement tests in 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 Office and are published locally prior to registration. Refer to the *Academic Calendar* for dates. Testing fees are subject to change.

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

Unclassified Students:
Unclassified students are students taking undergraduate courses at ASCC, but are not seeking a degree. These individuals should follow the regular Admission policies and procedures. Please note that non-degree seeking students are not eligible for financial aid. Unclassified students are limited to one class per regular semester or summer session. Application for change to classified status must be made upon the accumulation of a total of 15 credits. The Dean of Academic Affairs must approve all other cases.

Outreach:
Outreach activities to high schools regarding students transitioning to college are arranged in collaboration with the Department of Education (DOE) and high school counselors. Outreach activities to the community are conducted at the Fagatogo market every first Friday of the month.

Application for Admission:
Students seeking admission to any course for credit or program requirements may obtain an application form for admission at the Admissions Office or on the ASCC Website at: *http://www.amsamoa.edu/files/AdmissionApp_REVISED_UPDATED(2)_2014.pdf*

Note: to also include admission application for Nursing and TED.

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

RECORDS/REGISTRAR

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.

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

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

TUITION & FEES

Tuition cost per credit:

$110.00 Resident
$120.00 Non-Resident

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

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

Student Records Fees:

Spring & Fall Term Fees:

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

Summer Term Fees:

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

Add/ Drop/ Withdrawal: $5.00 **per class**

Complete Withdrawal from ASCC: **Additional** $10.00 per student

Evaluation of Credits: $10.00

Laboratory Fees: See *Lab Fees* section for varied costs (p.)

Technology Fee: $5.00 per credit

Independent Study: $25.00

Exception Policy Fee $25.00 (non-refundable)

Transcript Fees:

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

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

Dishonored Check Fee:

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Dishonored Check Fee	$30.00 per check (non-refundable)

Refund Policy:

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

- 1st Week of Instruction100% Tuition Refund
- 2nd Week of Instruction 50% Tuition Refund
- 3rd Week of Instruction 25% Tuition Refund
- 4th Week of Instruction 0% Tuition Refund

Graduation Fees:

Graduation and Diploma Fees	$100.00

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

Note: An additional $25.00 will be charged for reordering a diploma for the semester the student actually graduates.

CHANGES IN REGISTRATION

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

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

In order to add/drop a course, a student must pick up the form from the Registrar's Office. See *Tuition and Fees* section on charges. Classes dropped during the Add/Drop Period are not reflected in the student's transcript or permanent record.

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

At the end of the priority registration period for continuing students there is a scheduled early add and drop period. Please refer to the *Academic Calendar* for the add/drop, drop only and early add/drop deadlines for each semester or term. Refer to the *ASCC Refund Policy* on the *Tuition and Fees* page for the percentage of refundable tuition.

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

- Students with excessive absences during the first two weeks of instruction**.**
- Initiated by the Records Office in consultation with and approval of the instructor.

If a student fails to follow attendance, pre-requisite, or textbook policies, the instructor may initiate an administrative drop. *Note: Administrative Drop Policy does not allow for tuition refunds.*

REGISTRATION POLICIES

Student Academic Entry Policy:
Students placed in developmental courses must complete all of the following developmental English and Math courses prior to enrolling in college level courses: *(Refer to CAPP Policy for more information)*

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

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Students placed in college level English and Math will follow General Education requirements:

Courses: *ENG 150 & ENG151 and MAT 151 or higher*

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

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

Student Credit Load:

Semester Enrollment Status

- A **Full-Time Student** is classified as enrolled in 12 or more credits
- A **Three-Quarter Time Student** is classified as enrolled in 9-11 credits
- A **Half-Time Student** is classified as enrolled in 6-8 credits
- A **Less Than Half-Time Student** is classified as enrolled in 0-5 credits

A student who wishes to enroll in seventeen (17) and no more than twenty-one (21) credits must have a CGPA of 3.50 or higher, completed ENG 150, ENG 151, and MAT 151 and the approval of the Dean of Academic Affairs.

Summer Session Enrollment Status

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

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

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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 who has never been enrolled at ASCC and has completed the admissions process.
- **Returning:** A student defined as a former degree-seeking student who has not been enrolled for one or more semesters. Returning students are required to update their admissions file before registration. They must follow the same admissions and registration guidelines as new students.
- **New Transfer Student:** A degree-seeking student who has previously attended another institution and intends to complete his/her degree program at ASCC. A transfer student must complete the admission process, and is considered a new student for registration purposes.
- **Unclassified:** A non-degree-seeking student who wishes to take undergraduate courses at ASCC.

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

approval of the instructor. Schedule changes to audit a course or to receive credit for a course cannot be made after the first six weeks of instruction. *(Refer to Academic Calendar)*

Withdrawal:

Class Withdrawal:
In order to withdraw from class(es), a student must pick up the withdrawal form from the Registrar's office. The student must obtain the instructor(s) and academic advisor's signatures and submit the completed withdrawal form to the Registrar's Office for posting. Class changes during the withdrawal period (Refer to the Academic Calendar for the approved withdrawal dates) are reflected in the student's transcript with a grade of "W," "W/NP," or "W/F." Students may withdraw from a class without academic penalty during the first 60% of that course's term and receive a grade of "W" (refer to the Academic Calendar). After this date, the student who withdraws will receive a grade of "W/F," or "W/NP" for developmental course(s). See Tuition and Fees section for applied charges.

Complete Withdrawal:
Students who wish to withdraw completely from ASCC should obtain the appropriate form from the Registrar's Office and follow official procedures. The procedures for complete withdrawal are the same as a class withdrawal. Students who completely withdraw before the ninth week of instruction will receive a "W" for each of the courses in progress at the time of withdrawal; for TED students, it will be for the first six weeks to receive a "W" for each of the courses in progress. After this date, the student who withdraws will receive a "W/F" or "W/NP" (for developmental courses(s). Students may completely withdraw from ASCC up to the last day of instruction. (Please refer to the Academic Calendar for the specific dates)

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

FINANCIAL AID

Mission:
The mission of the Financial Aid Office (FAO) is to ensure that all eligible individuals benefit from federal financial assistance for education beyond high school. Promoting and assuring higher education access and opportunity are the basic principles of the student financial assistance administration. By supporting the promise of postsecondary education, FAO maximizes student participation in federal and local student financial aid programs and promotes fiscal responsibility among its clients, while providing high quality financial aid services.

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

Federal Student Aid (FSA) Program:
Student aid is money provided by the federal government or another entity, such as a school or a state government, to help students pay for college or trade school. The U.S. Department of Education's federal student aid programs represent a substantial federal commitment to provide financial assistance for post-secondary students.
While the financing of their education is primarily the responsibility of the student, the federal government can help pay for college. A student must demonstrate financial need to be eligible. Financial aid is made available when the student's family resources are not enough to meet the students' educational expenses.

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

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How to Apply:

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

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

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

- Complete secondary education (high school diploma or its equivalent);
- Be enrolled as a regular student in an eligible degree or certificate program;
- Be a U.S. Citizen or National or eligible non-citizen;
- Have a valid social security number;
- Make and maintain satisfactory academic progress;
- Demonstrate financial need;
- Not owe a repayment on any federal student grant or be in default on a federal student loan;
- Most male students must be registered with the Selective Service to receive federal student aid. These students may register while completing the FAFSA. General information about Selective Service is available on-line at www.sss.gov.

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

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

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

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

Maintaining Eligibility for Federal Student Aid:
In order to remain eligible for FSA, the student must continue to meet the eligibility requirements. He/she must maintain satisfactory academic progress. He/she must also familiarize themselves with the ASCC and federal policy on student withdrawals and federal regulations regarding the return of Pell and FSEOG funds.

Complete Withdrawal and Unofficial Withdrawal:
If a student withdraws completely from school after they have received an award, the Financial Aid Office will perform a post withdrawal calculation to determine the amount of funds the student has earned up to the date of withdrawal. If the amount disbursed to the student is greater than the amount earned, student must reimburse all unearned funds to ASCC for return to U.S. Department of Education. Failure to reimburse any unearned funds to ASCC may result in reporting their

overpayment to the National Student Loan Database System (NSLDS). Exit counseling with a Financial Aid Counselor is strongly advised.

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

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

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

You may also visit the ASCC Financial Aid Office at any time, or you may contact us via the following communiqués to set up an appointment to meet with your Financial Aid Counselor:
Email: faid@amsamoa.edu; Phone: 684-699-9155

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COUNSELING SERVICES

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

Counseling Services' goal is to provide quality assistance that will create a safe, supportive, and affirming student environment. Counseling is available to the diverse student population to assist their needs. Counseling services include Academic Counseling, Career Counseling, Personal Counseling, Transfer/Alumni Counseling, Diversity and Tutorial Counseling, and Veterans Affairs Counseling.

Academic Counseling:
- Provide scheduling assistance for students during registration;
- Provide student orientation on college information on policies pertaining to students and student access and services offered;
- Provide guidance for students in academic planning for career pathways to transfer to a four-year institution or gainful employment;
- Provide service referrals for students with low grades and/or students on academic probation.

Career Counseling:
- Provide services for career opportunities;
- Provide assistance for students seeking career/employment opportunities;
- Provide opportunities for students to participate in career related activities;
- Provide communication services for student success and advancement in their careers.

Personal Counseling:
- Provide personal counseling for students.

Transfer /Alumni Counseling:
- Provide services for transfer opportunities;
- Provide assistance for students seeking transfer opportunities;
- Provide opportunities for students to participate in transfer opportunities;
- Provide communication services for student success and achievement of career paths.

Diversity and Tutorial Counseling:

- Provide services for students transitioning (access and admittance) into the College;
- Provide tutorial services for students;
- Provide assistance for students with diverse needs upon request.

Veterans Affairs (VA) Counseling:

- Provide services for VA students access and certification.

Peer Mentoring:

You Are Not Alone (YANA) is a support program that reaches out to students and other community members who are experiencing personal problems. Counselors are available to assist anyone who is in need of help. Peer Mentors are also available to help students who are not comfortable talking to counselors. If you need someone to talk to, or know of someone who needs help, contact the counselors at (684) 699-9155 ext 326 during regular working hours. Contact emails: yana@amsamoa.edu / ssservicecounselors@amsamoa.edu

YANA after hours contact number: (684) 252-YANA or Crisis Hotline 24hrs Service (684) 699-4211

Veterans Affairs (VA) Services:

The VA Student Services assists all veteran students and family members enrolled at ASCC. New students who plan to use VA benefits must apply directly to the VA regional office. The Veteran Affairs regional office notifies students of the eligibility status. Eligible students should provide a copy of the VA Certificate of Eligibility to ASCC.

Veterans Educational Assistance:
ASCC is an approved educational institution for education and training under the Montgomery GI Bill, Montgomery GI Bill – Selected Reserves, Post 9/11 GI Bill, and the Dependent's Veterans Educational Assistance Program All students who are eligible to receive educational financial assistance from the U.S. Department of Veterans Affairs under Chapter 30, 31, 32, 33, and/or 35 must meet with the VA Counselor to receive an orientation prior to the first semester. For more information pertaining to Post 9/11 GI Bill® and other educational programs, go to www.gibill.va.gov or apply online for VA benefits at www.gibill.va.gov/apply-for-benefits/application/.

The VA Services Counselor provides detailed information regarding eligibility requirements, and authorized types of training. Only courses required for a degree program will be certified to VA. This information may also be obtained by visiting the official website at www.gibill.va.gov/education/benefits.htm.
Students must promptly notify the VA Counselor of any changes in enrollment including adds, drops, and withdrawals. The student will be required to repay any money that was overpaid. ASCC is required to report complete details of enrollment and any changes thereafter to VA.

Chapter 30 and Chapter 1606 students are required to verify monthly enrollment to the Department of Veterans Affairs on the last calendar day of every month before receiving monthly awards. Students can verify enrollment by: Telephone – Interactive Voice Response (IVR): Dial 1-877-823-2378 and follow instructions provided and/or the Internet – Web Automated Verification of Enrollment (WAVE) at www.gibill.va.gov/wave/index.do.

Contact Phone: (684) 699-9155
Contact email: asccvastudentservices@amsamoa.edu

LIBRARY SERVICES

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 collection materials consist of DVDs, CDs and audio, and video for instructional purposes. The Follett Automation System is currently available at the ASCC Library.

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

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

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

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

The library provides services in the following areas:

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

Information Services – Reference and referral services are provided for library users at the **Reference Desk** by staff to assist with users' information and research needs to include borrowing materials via interlibrary loan program from the Feleti Barstow Public Library, University of Hawaii Libraries, University of Guam Libraries, and The Federated States of Micronesia College Libraries. Further, instruction on the use of OPAC is available upon request as well as per faculty request for Library Tour.

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

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

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

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

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

STUDENT SUPPORT AND LEARNING SERVICES

Student Support and Learning Services (SSLS) provides consultation, scheduling, and tutorial services for the diverse populations of educationally underserved, challenged, traditional or non-traditional students to achieve their educational goals.

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

Student Learning Assistance (SLA) Center/Annex
The SLA Center offers free tutorial help for students to succeed in their courses.. This tutoring program provides quality academic support to all currently enrolled students who have identified a need for assistance. Tutorial services are available to walk-in and referred students for one on one assistance and/or small group sessions. This center also provides a computer lab for research and a quiet space for students to study. The SSLS program goals are:

- To assist students in becoming independent learners.
- To identify students' area(s) of concern.
- To provide access to study skills resources, such as workshops and online support.
- To assist students in mastering of a particular subject area.
- To assist students in becoming active in the learning process.
- To aid in the development of a positive approach toward learning.

- To provide a supportive and encouraging environment where learning takes place at the students' pace.

Location:
The SLA Center is located by the ASCC Cafeteria. Contact Number: (684) 699-9155, Ext: 479 or 461. Contact email: ssls@amsamoa.edu

STUDENT ORGANIZATIONS

Student Government Association (SGA):
The Student Government Association serves the students of ASCC by encouraging them to explore activities that provide opportunities for personal growth in individual and group settings. This is fostered through diverse programs and leadership experiences that complement the American Samoa Community College academic programs. To this end, students have opportunities to acquire the necessary tools that will assist them to achieve personal and professional success in their chosen field.

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

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

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

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

Journalism Club/The 411 Newsletter:
ASCC students can stay updated with campus news and announcements through the 411 Newsletter published by the Journalism Club. Students can find information on scholarships, internship opportunities, important deadlines, campus events and activities, and special announcements in the 411. To keep students interested, the 411 Newsletter features a "Chief of the Week" and other student sections like "Campus Talk" and "Student Reviews." These sections are collected by the ASCC Journalism Club under the Division of Student Services. This newsletter is distributed biweekly; it is handed out to students or can be picked up at several sites around campus. Students can also access the 411 through ASCC's website at: http://www.amsamoa.edu/newsletters.html. Any questions, suggestions, or submissions by students can be sent to ascc411newsletter@gmail.com. (Note: Provide internal ASCC email for this group.)

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 of have a 3.5 cumulative GPA, and passed ENG 150 and ENG 151 and MAT 90 are eligible for membership. PTK members are eligible for special scholarships.

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

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

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Location: The SGA office is located in the Multi Purpose Center.
Contact Phone: (684) 699-9155
Email: sga@amsamoa.edu

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STUDENT RIGHTS & RESPONSIBILITIES

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

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

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

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

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

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

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

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Fighting on campus shall result in suspension or permanent expulsion from the ASCC in accordance to the severity of the action.

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

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

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

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

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

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

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

In addition, students shall not possess toy guns, knives, or other replicas of any of the weapons mentioned above on the school property at any time. College students who violate this prohibition are subject to suspension and expulsion.

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

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

In addition to disciplinary sanctions imposed by the College for violation of weapons, fighting, bullying and intimidation, drugs and alcohol, students may also be prosecuted under territorial and federal laws.

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

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

If any student feels subjected to sexual harassment, he/she should report the incident to any Student Services Counselor at any time or specifically to the Dean of Student Services or the Dean of Academic Affairs. The Student Grievance Committee will conduct an investigation into the allegations.

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

Academic Honesty and Integrity:

ASCC prohibits the following actions:

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

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

General Student Grievance:

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

Academic Grievance:

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

1. A letter describing the nature of the complaint and all supporting documents should be submitted to the Dean of Student Services and to the Dean of Academic Affairs. These documents may be the course syllabus outline, evaluation procedures, and exams with grades, term paper assignments with grades, quizzes or other pertinent supporting documents.

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

2. If the matter remains unsolved, the Dean of Student Services will refer the submitted written grievance to the Grievance Committee (Dean of Student Services, Dean of Academic Affairs, one counselor, one faculty member, and a student representative) for appropriate action and to schedule a hearing.

3. The Grievance Committee will notify the student in writing within three (3) working days of the hearing outcome. All recommendations made by the Grievance Committee are final.

Board of Retention and Dismissal:

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

Responsibilities of the Board of Retention and Dismissal are:

- To study the case being considered for disciplinary action that may result in a student's dismissal from the College.

- To decide the nature and gravity of the student's offense relative to the rest of the student body, the overall function and purpose of the College, the student's academic life, and College regulations as stated in the Student Handbook and the College Catalog.
- To decide whether the student will be retained or dismissed and whether such dismissal shall be temporary or permanent.

Actions, which may be taken by the Board of Retention and Dismissal after hearing a case:

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

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

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

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ACADEMIC POLICIES AND PROCEDURES

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

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

The student must submit a petition in writing to the appropriate instructional department chairperson (for registration this would be the advisor's department chairperson.) Once the instructional department chairperson forwards a request for exception to the Records Office, the student must pay a $25.00 non-refundable processing fee.

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

The student will be informed of the committee's decision within five (5) working days from the official processing date identified by the Registrar's Office. Exception cases that have not been finalized within five (5) working days period will automatically be rendered approved. Only after all the approvals are granted can the Exception Request be processed. All supporting documents will be filed in the student's record. Students may only file three (3) exception requests during their academic careers.

Attendance Policy:
All students attending ASCC are expected to attend all of their scheduled classes. Students with excessive absences during the first two weeks of instruction will be administratively dropped. Instructors are required to include in their course syllabi the College's attendance policy and have it distributed to students during the first week of instruction. A student cannot

exceed six (6) absences for Monday, Wednesday, Friday classes, four (4) absences for Tuesday, Thursday classes; and three (3) absences for CAPP and summer sessions. Students with excessive absences, in accordance to this policy, will receive a lower or failing grade for the semester or session.

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

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

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

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

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

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

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. These students are limited in the number of courses they may take. They must also meet the required pre-requisites. 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 Admissions will include the following:

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

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.

Academic Credits:
Academic credits are granted for work completed successfully in courses specifically outlined below. A lecture course carries one semester credit hour for one hour of classroom instruction per week. Instructor supervised laboratory work carries one semester credit hour for three hours of laboratory time per week. Note: Supervised laboratory work includes clinical, studio, internship, practicum, fieldwork, and physical education courses.

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

LETTER GRADE	DESCRIPTION QUALITY	POINTS
A	Exceptional Achievement	4.0

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

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

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

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

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

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

Academic Standards:
Academic standing is based upon the students' Cumulative Grade Point Average (CGPA). The academic standing designations are Good Standing, Academic Probation, 1st Suspension, and 2nd Suspension.

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

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

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

2nd Suspension:
A student, who re-enrolls at the college after returning from 1st suspension, can enroll in up to 6 credits (or up to 9 credits with the Dean of Academic Affairs approval and signature.) However student must achieve at least a 2.00 semester GPA, and must meet the requirements for satisfactory academic progress.

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Otherwise, the student will be placed on 2nd suspension. The 2nd suspension is for at least one calendar year. After this period of time the student may apply for readmission under the same provision as those required of a suspended student.

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

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

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

A course substitution form is available from the Records Office.

Guidelines for Considering Course Substitution Requests:

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

Course Repetition:
Students may only repeat course(s) with an earned grade of "C-", "D", "F", or "W/F" twice (Nursing courses may be repeated with an earned grade of "C") twice. All grades will be retained on record after all attempts made to repeat a course. Only the best grade will be used to compute semester and cumulative grade point average. (Note: to make sure that Policy 5314 is amended.)

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

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

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

001-099 Developmental/Preparatory Courses (Note: Letupu and Evelyn (Course Alpha and Numbering)

100-199	Freshman Level Courses
200-299	Sophomore Level Courses
300-499	Bachelor's Level Courses

Preparatory Course Work:
Students who do not meet the placement test score requirements for 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 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.* Refer to pre-requisites on *Developmental Level Courses.*

Academic Advising:
The entire ASCC Faculty is committed to helping each student pursue a course of study to fulfill his/her Academic Advising Sheet 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 policies and procedures;
- Advising students on issues as they relate to academic progress, which may include referral to appropriate College programs and community agencies;
- Serving as advocates and mediators for students.

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

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

1. It is the policy of the American Samoa Community College to subscribe to the requirements of Section 438 of the General Education Provision Act, Title IV, of the Public Law 90-247, as amended, and to rules and regulations governing the Act, which protect the privacy rights of students.
2. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:
    a. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar, Dean, or other appropriate officials, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College officials to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
    b. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the College to amend the record that they believe is inaccurate or misleading. They should write to the College official responsible for the record, clearly identify the part of the record they want to change, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
    c. The right to consent to disclosures of personal identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to College officials with legitimate educational interests. A College official is a person employed by the College in an administrative, supervisory, academic research, or support staff position; a person or company with whom the College has contracted (such as an attorney, auditor, or

collection agent); a person serving the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another College official in performing his/her tasks. A College official has legitimate interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

3. The right to file a complaint with the U.S. Department of Education concerning alleged failures by a State College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue S.W., Washington, D.C.20202-4605.
4. Students are advised that certain personally identifiable information listed below is considered by the College to be directory information and, in response to public inquiry, may be disclosed in conformance with federal law, at the College's discretion, without prior consent of the students unless the student otherwise so informs the College not to disclose such information:

    a. Name of Student
    b. Address of Student
    c. Telephone Number
    d. Email Address
    e. Major Field of Study
    f. Dates of Enrollment
    g. Enrollment Status (full time, part time, 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 a student wish to exercise this right, he/she must present in person and in writing a request, no earlier than the first day of instruction and no later than fourteen (14) calendar days from the first day of instruction for the academic term or semester, or the fourth day of a summer session.

A parent, spouse, sibling, or any other relative of a student is advised that information contained in educational records, except as may be determined to be directory information, will not be disclosed to him/her without the prior written consent of the student. This includes, but is not limited to, the release of the student transcript. Please refer to the Transcript section on page 35 for more information.

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

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

Campus Crime Statistics:
The following statistics concern criminal offenses reported to have occurred on the American Samoa Community College campus during recent years. The statistics are based on the academic year, which includes fall, spring, and summer semesters.

Campus Crime Statistics (2010-2015)

OFFENSE	2010- 2011	2011-2012	2012-2013	2013-2014	2014-2015
Aggravated assaults	17	20	17	7	7
Burglary	11	10	8	15	15
Drug Violation	4	4	0	3	3
Liquor Violation	21	18	10	3	3
Murder	0	0	0	0	0
Rape	0	0	0	0	0
Robbery	7	9	9	4	4
Sexual Harassment	0	0	1	0	0

Theft	2	2	3	1	1
Vandalism	9	12	7	5	5
Weapon Possession	0	0	0	0	0

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

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

The transcript used is an official copy received directly by ASCC from the institution where the credit was earned. The transferred courses must be similar in scope, content, and institutional format to an ASCC course. The transfer credits must be a "C" grade or better. The instructional Department Chairperson must approve the transfer credits.

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

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

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

For military personnel, students must request an official copy of his/her military educational transcript to be mailed directly to the ASCC Admissions Office. Upon receipt of a student's official transcript, a student may request an official evaluation of credits from the Admissions Office. Note: All VA transcript evaluations are reviewed by the Admission Officer.

Credit by Examination:
All requests to challenge courses by examination must be approved by the instructional department chairperson.

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

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

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

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

In general, work/life experiences are equated with the learning expected from a formal course in the ASCC catalog. Approval of credit begins with the appropriate Department Chairperson with final approval by the Dean of Academic Affairs. Credit for work/life experiences is limited to 15 semester credit hours.

Independent Study:
Independent Study is an option for students who are unable to enroll in a course due to a schedule conflict, class cancellation, program requirement change, graduation or a transfer requirement. Initiating an independent study is based entirely on an instructor's willingness to do so. Independent study contracts must have attached course syllabus that is commensurate in content and coverage to the actual course, with modifications only to the meeting times, dates and topical outline. Students are limited to no more than two (2) independent study contracts per semester. Independent study contracts can only be approved for courses in the current catalog. Independent contracts are not valid for courses offered during summer session, courses that require laboratory work that include: clinical, studio, internship, practicum, fieldwork, and physical education. .

Students will be charged $25.00 (non-refundable fee) in addition to the cost of the course. Please note that an independent study course is not covered by financial aid. An Independent Study request must be completed by the first week of instruction.

Credits Earned at Foreign (non-U.S.) Colleges and Universities:
Credits earned in institutions of higher education in foreign countries may be transferred in some cases. Students are advised to contact the Admissions Office for certified Evaluator Services for foreign credits. Official transcripts must be sent directly to the Admissions Office. Transcripts and related documents are to include course descriptions and MUST have certified English translation attached.

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

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

TRANSFER CREDITS TO PRIVATE AND OFF-ISLAND COLLEGES AND UNIVERSITIES

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

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

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

Chaminade University of Honolulu, HI.
www.http//chaminade.edu

Brigham Young University, Laie, HI.
http//www.byuh.edu

Hawaii Pacific University, HI.
www.http//hpu.edu

University of Hawaii at Manoa, HI.
www.http//manoa.hawaii.edu

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

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

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

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

(Contact the Academic Affairs Office for more information, Phone: 699-9155, ext. 320. email: academicaffairs@amsamoa.edu)

Transcripts:
To ensure accuracy, transcript requests may take up to two weeks to process. Transcripts are processed on a first-come, first-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. Fees may be paid by check or cash if in person. Off-island requests must be paid by a money order or certified check. No off-island personal checks will be accepted.*(Note that most institutions will only accept an official transcript that is sent directly from ASCC.)*

To request your transcript in person:

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

If a student is unable to apply in person:

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

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

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

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

C. 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 appropriate Dean.

D. 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.

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

Honors:

Graduation with Honors:

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

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

1. 3.50-3.74 Cum Laude
2. 3.75-3.89 Magna Cum Laude
3. 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.

GENERAL DEGREE REQUIREMENTS

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).

Catalog Requirements:
A student must satisfy either the graduation requirements in effect at the time he/she first enrolled as a classified student in a specific ASCC degree or certificate program, or the requirements in effect at the time of his/her graduation. A student whose enrollment is interrupted for two consecutive semesters (excluding summer sessions) must complete the requirements in effect at the time the student is readmitted or the requirements in effect at the time of his/her graduation. Any exceptions must be petitioned to the Dean of Academic Affairs.

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

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

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

Elective Credits:
Courses may be considered electives if they are numbered 150 or higher with exception to the following courses:

- SAM 101A, SAM 101B, MSL 101 and MSL 102.

Electives are courses identified for General Education and program credit fulfillment for an Associates of Arts /Associates of Science Degree.

DEGREE AND CERTIFICATE PROGRAMS OF STUDY

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

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

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

Academic Freedom:

The ASCC instructor is entitled to full freedom of research and in the publication of the results, subject to the adequate performance of his/her other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution. Some conditions may be required of commissioned work.

Accordingly, the College defends the teachers' full right to freedom in the classroom to discuss or interpret his or her subject. The teacher has the right to be free from pressures and forces extraneous to the performance of his or her ethical and professional duties in the determination of the student's grades.

The ASCC instructor is entitled to freedom in the classroom in discussing his/her subject, but should be careful not to introduce into his/her teaching controversial matter that has no relation to the subject. When he or she speaks or writes as a citizen, he or she shall be free from institutional censorship or discipline. Thus while in accordance with all restrictions of applicable law concerning political activities in the work place, a faculty member is free to express publicly, in speaking or writing, his or her own considered view or opinion of any or all matters which are felt from time to time to be in need of such expression, provided that such statement shall satisfy the requirement of professional dignity, is done in good taste and is sensitive to the importance of local customs. Such statements are not represented as other than the private view of the person making them. With such freedom comes a responsibility of objectivity, respect for the opinion of others, and a keen attention to the present means of bias and error, particularly when exploring controversial subjects.

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

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. Note (Unclear Statement)

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

COLLEGE SERVICES NOTE (TO MOVE THIS SECTION TO STUDENT SERVICES)

ASCC Le Bookstore:

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

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

ASCC Le Bookstore Buy Back Process

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

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

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

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

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

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

MISSION EFFECTIVENESS AND EVALUATION SERVICES

INSTITUTIONAL EFFECTIVENESS

Mission:
The mission of the Office of Institutional Effectiveness is to support the college by providing information necessary for improving student learning and student achievement through the academic programs and administrative services offered by ASCC. The office is responsible for collecting data for research, evaluation accreditation analysis. It is also responsible for analyzing and presenting results for program review, assessment, and planning.

The functions of IE are as follows:

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

RESEARCH, COMMUNITY, AND EXTENSION SERVICES

AGRICULTURE, COMMUNITY, AND NATURAL RESOURCES (ACNR)

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

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

Instruction:

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

Extension:

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

Research:

The Hatch Act authorized by Congress in 1887, stipulates the establishment of agricultural experiment stations in connection with Land Grant colleges to conduct scientific investigations and experiments to provide practical and useful information in publishing bulletins or reports of progress. As a beneficiary of this Act, the Research division of ACNR adheres to these guidelines. ACNR researchers in Agriculture, Horticulture, Aquaculture, Forestry, Nutrition Entomology, Plant Pathology, Soil and Water Science, Childhood Obesity, Health Communications and Wellness work closely with their counterparts in the Extension division. The Geographic Information Systems (GIS) unit of ACNR supports both Research and Extension. Nutrition, wellness, and health communications are also part of the ASCC ACNR Wellness Center that opened in April 2013.

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

SAMOAN STUDIES INSTITUTE

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) Academics (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 una ia 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 Faauiga Gagana faasamoa.

Academics (Aoaoga):

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

E tauala atu i lana Matagaluega o Aoaoga, le i suesuega Samoa, e tapena ai le tagata aoga mo galuega, aoaoga i aoga maualuluga, malamalama ma agavaa faasamoa.

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. Moreover, extra-curricular activities to promote and increase knowledge, understanding and skills in any aspect of the Samoan culture through hands-on learning are offered throughout the year.

Ua tuufaatasia polokalama ma faasoa faaleaganuu mo alaalafaga 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 le gata i lea, o aoaoga faaopopo e faalautele ai le silafia i le faasamoa o loo ofoina atu i tausaga taitasi

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

The Samoan Studies Institute research component maintains an active research program which includes fieldwork and documentation as well as archival research and collections. Research and publications may focus on such topics as both written and oral history, legends, indigenous art forms, music, language, geography, natural resources and archaeology, anthropology, political science, current affairs, and/or other relevant topics. The purpose of this research is to collect, develop and publish materials on Samoa that will enhance and maintain Samoan and Pacific Studies designated courses and programs. The Media Directory, which catalogs a collection of numerous video clips and DVD's of Samoa and the Pacific, is available on the College website.

O lo o tauave e le vaega o suesuega a le ofisa se polokalama faaauau, e aofia ai galuega i nuuatoa ai ma suesuega ma le ao ina mai o faamaumauga ua tuufaatasia o le tuanai. E mafia ona faapitoa suesuega i autu e pei o talatusitusia ma talatuugutu, tala o le vavau, faatufugagafa'aatisi a Samoa, musika, gagana, mataupu o le si'osi'omaga, alagaoa faalenatura ma le sailiga o le tuanai e alaatu i talaeli, suesuega o aganuu, upufai o mālō, mataupu o leneivaitau ma isi autu talafeagai. O le faamoemoe o nei sailiiliga o le aoina, atina'e ma lomiga faamaumauga e faatatau ia Samoa, ina ia oa ma tumau mataupu a Samoa ma le Pasefika. O lo o i luga o le upega 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):

The Samoan Studies Institute provides translation and interpretation services for Samoan and English languages for government and non-government agencies, local and off island communities. Students majoring in Samoan Studies are encouraged to participate in these office projects for professional and life experiences.
O lo o ofo atu e le Ofisa o Aoaoga ma Suesuega Samoa se auaunaga faaliliu ma faauiga i le gagana Peretania ma le gagana Samoa mo ofisa o le mālō, ma ofisa tumaoti, alalafaga i le loto i fale atoa ai ma atunuu mamao. E una ia tagata aooga o lo o avea ma a latou mataupu autu Suesuega ma Aoaoga Samoa ia auai i nei galuega mo le potomasani.

ADULT EDUCATION LITERACY AND EXTENDED LEARNING (AELEL)

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

The American Samoa Community College (ASCC) Division of Adult Education Literacy and Extended-Learning (AELEL) is designed to 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 at 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 are offered in the following areas: Writing/Essay Skills, Science, Social Sciences, Reading Skills and Mathematics. A student must be at least **18 years** old to sit the GED Exams in American Samoa.

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

Registration, Tuition and Fees:

While a few limited enrollment classes require prior registration, it is possible to enroll in most Continuing Education courses by attending the first class session. Students must be at least 16 years of age. High school students must receive confirmation documents indicating that they are no longer enrolled at their respective schools and permission from parents, and provide immigration status clearances, at the time of registration. Adult Education classes are provided at no cost. Community Service classes are $35.00 per class.

Continuing Education Courses (Extended Learning):

In most cases, students in Continuing Education courses earn Continuing Education Units (CEUs), which cannot be counted towards a college degree. However, if a specific 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 credits, provided all other transfer requirements are met.

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

Certificate of Completion (COC) is awarded to all individuals who successfully complete Continuing Education courses.

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

UNIVERSITY CENTER FOR EXCELLENCE ON DEVELOPMENTAL DISABILITIES (UCEDD)

Mission:

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

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

1. Interdisciplinary pre-service preparation and continuing education of students and fellows, which may include the preparation and continuing education of leadership, and direct service of clinical or personnel to strengthen and increase the capacity of the territory and community; and,

2. Community service that provides training and technical assistance for individuals with developmental disabilities, their families, professionals, paraprofessionals, policy-makers, students and other members of the community; and,
3. Conducting research, evaluation, and analysis of public policy in areas that affect or could affect positively or negatively individuals with developmental disabilities and their families; and,
4. Dissemination of information.

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

SMALL BUSINESS DEVELOPMENT CENTER (SBDC)

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

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

Goals:

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

ADMINISTRATIVE SERVICES

MANAGEMENT INFORMATION SYSTEMS (MIS)

Mission:
The mission of the Management Information System (MIS) Department is to provide the ASCC community access to a modern and secure computing infrastructure that enables them to make efficient use of information technologies in their respective tasks. MIS is concerned with assessing new technologies and working towards applying these in innovative ways to the support and furtherance of ASCC's mission and goals.

The MIS Department is responsible for providing support for campus technology, including Personal Computer (PC) and Mac Desktops and Laptops, printers, scanners, projectors (including all-in-one units), video teleconference units, phone conference units, phones, fax machines, Smart-boards, I-pads, and the Lecture Hall sound system and microphones. This support is provided for equipment used by ASCC employees.

The MIS Department also provides support for the campus network, including cabled and wireless network access provided to employees as well as students. Logins to access campus computers and wireless network are provided by MIS.

For support, please contact MIS via email at support@amsamoa.edu or by phone at 699-9155 ext. 432.

FINANCE

Mission:
The mission of the Finance Department is to develop a high-performance organization that will file required reports, manage monthly financial reports, safeguard assets of ASCC, and disburse students' PELL grants in a timely fashion. The Finance division puts people first and provides professional services so the overall vision and the mission of the College will be fully accomplished.

PROCUREMENT

Mission:
The mission of the Procurement Department is to obtain the necessary goods and services, for all ASCC departments, in a cost effective, efficient and timely manner; to safeguard all tangible assets by updating accurate records and performing annual physical inventory; and, to ensure that federal rules and regulations, as well as those of Procurement are adhered to at all times.

PHYSICAL FACILITIES AND MANAGEMENT (PFM)

Mission:
The mission of the Physical Facilities and Management Department is to maintain and support quality services in the areas of maintenance, landscaping, and to ensure a clean environment is seen on campus, and in the housing area, facilities and grounds. It is also the mission of the Physical Facilities Management Department to hire qualified personnel, to improve the quality of the work environment for employees, and to protect and secure the safety of students, college personnel, property, and the visiting public.

HUMAN RESOURCES

Mission:
The mission of the Human Resources Department is to support ASCC goals by providing comprehensive and timely human resources services with respect to recruitment and employment benefits administration, classification and salary administration, staff development and training, and employee relations for all staff employees subject to the ASCA and ASCC Personnel Governance.

ASCC STUDENT LEARNING OUTCOMES

PLEASE INSERT PICTURES ☺)

INSTITUTIONAL LEARNING OUTCOMES:

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

ILO 1 Effective Communicators:
ASCC graduates communicate respectfully, listen attentively, seek clarification, and value the opinions of others. Graduates effectively present information using a variety of modes and media. They adapt their method of presentation to suit specific audiences and convey their intended message using a variety of oral, written, and visual strategies;

Courses: ENG 251, **SPH 153,** PHIL 150, REL 150, ENG 250, LIT 270, LIT 272, LIT 274

ILO 2 Quantitative Competent Individuals:
ASCC graduates organize, and critically examine written, oral, visual, and numerical information. Graduates efficiently use technology as a tool to gather and evaluate information from a variety of perspectives. Graduates use the information ethically, respecting the legal restrictions that exist when using published, confidential, and proprietary information;

Courses: ACC 220, ED 240, ICT 270

ILO 3 Critical Thinkers:
ASCC graduates engage in the examination of ideas, issues, and problems, drawing on established bodies of knowledge and means of analysis. Graduates organize information logically and consider alternate strategies. They recognize the need for multiple voices and seek opportunities for those voices to be heard;

Courses: MAT 250, MAT 280, BIO 150/150L, BIO 155/155L, BIO 180/180L, MSC 170/170L

ILO 4 Global Citizens:
ASCC graduates are prepared to participate in regional and global communities. They demonstrate knowledge of their region and the world;

Courses: HIS 150, HIS 151, HIS 170, HIS 171, SAM 101A, SAM 101B, SAM 111, SAM 151/151L, SAM 154, ANT 150, ANT 153, ANT 154, GEO 160, PAD 150, POL 150, POL 160, POL 170, **PSY 150**, PSY 250, SOC 150

ILO 5 Responsible Leaders:
ASCC graduates act with integrity and take responsibility for their actions, ethically and equitably. Graduates engage in professional dialogue and participate in learning communities.

Courses: ART 150, CJ 150, ED 150, HSV 150, MUS 150, POL 150, POL 160, SAM 152, BUS 170, Physical Education & Health

GENERAL EDUCATION:

The General Education program is the core of the undergraduate degree for all students, regardless of their major. The General Education Outcomes describe what the institution wants students to be able to do on completion of the General Education Program for an AA or AS degree. The program is organized around five domains: Communication, Information Technology Literacy, Critical Thinking, Global Awareness and Cultural Competence, and Personal Development and Responsibility.

GEO 1: Communication

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

- ***GEO 1-A: Listening and Speaking—SPH 153***
  - Listen actively and speak effectively in many different situations
- ***GEO 1-B: Reading—ENG 150***
  - Read effectively to comprehend, interpret, and evaluate information.
- ***GEO 1-C: Writing—ENG 151***
  - Write clearly, concisely and accurately in a variety of contexts and formats and for many audiences.

GEO 2: Information Technology Literacy

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

- ***GEO 2-A: Evaluate Information—ICT 150***
  - Demonstrates the ability to access, locate, manage, and evaluate information from multiple sources.
- ***GEO 2-B: 1 Present Information using Technology—ICT 150***
  - Utilizes technological tools to perform basic functions appropriate to job and life.
- ***GEO 2-B: 2 Apply Information—ICT 150***
  - Applies research skills and presents knowledge in multiple formats.

GEO 3: Critical Thinking

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

- ***GEO 3-A: Quantitative --MAT 151, PHSCI 150***
  - Apply quantitative skills to personal, academic and career related activities.
- ***GEO 3-B: Scientific --PHSCI 150***
  - Apply scientific concepts and models to analyze complex problems in academic and real life situations.
- ***GEO 3-C: Problem Solving—MAT 151, PHSCI 150***
  - Apply critical thinking skills to synthesize information and evaluate the credibility of sources/contexts.

GEO 4: Global Awareness and Cultural Competence

Understands and appreciates the historical and cultural context regionally and globally

- ***GEO 4-A: Social Economic and Political Systems—HIS 170/171 or HIS 150/151 or HIS 162***
  - Identifies social, economic and political systems and issues
- ***GEO 4-B: Perspectives of Others Diversity --HIS 170/171 or HIS 150/151 or HIS 162***
  - Recognizes and respects the perspectives of others (locally and globally) and develops an awareness of diverse attitudes, values and beliefs
- ***GEO 4-C: Samoa and the Pacific—HIS 162***
  - Demonstrates an appreciation of Samoan Culture and other Pacific cultures.

GEO 5: Personal Development and Responsibility

- ***GEO 5-A: Ethical Decision Making—HEA 150 or PSY 150***
  - Demonstrates and applies ethical decision making in real life situations
- ***GEO 5-B: Health Choices and Practices—HEA 150 or PSY 150***
  - Demonstrates the acquired knowledge to promote good/wise health choices and practices that enhance wellness
- ***GEO 5-C: Community and Family Participation—HEA 150 or PSY 150***
  - Identifies and recognizes the relevance of being responsible and participates actively in family and community
- ***GEO 5-D: Career, Personal and Professional Growth—HEA 150 or PSY 150***
  - Enhances personal growth and wellness leading to responsible decision-making.

CORE FOUNDATIONAL AREAS:

These are courses that enhance content foundational competencies in core disciplinary areas of study. Core Foundational course requirements are determined by degree programs. *Please refer to specific degree program to determine Core Foundational Area course requirements.*

Note: Highlighted in bold are the GERs. Students are not to take any GERs in the core foundational areas. They are to choose another option from the available clusters to complete program degree requirement.

Arts

Fine Arts – Courses encompassing the visual and performing arts in Music, Arts, and Theatre.
Cluster I – Arts, Music, and Drama Courses
ART 150, ART 160, DRA 150, DRA 151, MUS 150, MUS 160, MUS 165, MUS 170, MUS 180

Humanities

Courses which enrich and expand knowledge of the human conditions and cultures in relation to behavior, ideas, and thoughts through the study in the disciplines of literature, philosophy, and the arts.
Cluster II – Humanities Courses
SPH 153, PHIL 150, REL 150, ENG 250, LIT 270, LIT 272, LIT 274

Note: Select one 3 credit course from Cluster I; or as specified by a program to take another Humanities course.

Computer Science

Courses that provide students' knowledge, skills, and abilities to utilize technological tools and procedures for personal, academic, and career tasks for entry level employment.
Course – **ICT 150**

Note: ICT 150 is offered as a GER. There is no need to take this course in the Core Foundational Area.

English

Courses that enable students to demonstrate active listening and speaking abilities, to develop proficiencies in clear and effective written communication, and to improve reading skills focused on comprehending, analyzing, interpreting, and evaluating printed texts.
Courses – **ENG 150, ENG 151, ENG 251**

History

Courses providing the chronological study of historical events from two respective contexts: American history, and Global history. These regional and global historical patterns look at both the life and development of people and their relative social, political, and economic situations.
Course Options – **HIS 150, or HIS 151, or HIS 170 or HIS 171**

Note: Students' that have taken HIS 150 or HIS 170 in the GERs can take the subsequent course (HIS 151 or HIS 171) in the Core Foundational area as specified in a degree program.

Mathematics

Courses that promote critical thinking and logical reasoning while developing problem solving skills by studying various branches of Mathematics.
Courses – **MAT 151, MAT 250, or MAT280**

Note: Students placing in MAT 250 are allowed to waive MAT 151. In their 2nd year, students may be required to take another upper level Mathematics course(s).

Physical Education

Courses that promote physical education and health as well as developing basic sports skills for lifetime use.
Course Options – Select any one credit Physical Education (PED) course or **HEA 150.**

Samoan and the Pacific Studies

Courses that promote critical thinking and enrich the understanding of cultural diversity in the Samoan and Pacific regions.
Cluster I: Samoan and Pacific History and Geography

HIS 160, HIS 161, SAM 152, GEO 150, GEO 161, HIS 162

Cluster II: Samoan Language
SAM 101A, SAM 101B, SAM 111, SAM 151/ SAM 151L, SAM 154

Note: Select one 3-credit course from Cluster II.

Science

Courses providing foundational competencies in physical and life sciences through lecture and course-required laboratory activities.

Cluster I: Life Science
Understanding of complex and varied life forms and life processes
BIO 150/BIO 150L, or BIO 155/BIO 155L, or BIO 180/BIO 180L, or MSC 170/MSC 170L

Cluster II: Physical Science
Understanding of natural science principles and of the ways in which scientists investigate natural science phenomena.
CHM 150/ CHM 150L, or MSC 150/MSC 150L, or PHY 151/ PHY 151L or PHSCI 150/150L

Note: Select one 4-credit course from Cluster I: Life Science.

Social Science

Courses acquainting students with their place in historical processes, cultural developments, interrelationships amongst people and the dynamics of societal elements reflected in social, economic, and political progress.

Cluster I – Cultural Courses **ANT 150, ANT 153, ANT 154, GEO 160**
Cluster II – Political Courses **PAD 150, POL 150, POL 160, POL 170**
Cluster III – Social and Behavioral Courses **PSY 150, PSY 250, SOC 150**

Note: Select one 3-credit course from Cluster I or II.

CO-FOUNDATIONAL AREA courses: Consists of courses specific to a discipline or area of specialization. These courses are program-focused with emphasis in specialized areas.

ACADEMIC DEGREES AND CERTIFICATES

Associate of Arts Degree:

1. Liberal Arts

Associate of Arts Degrees with an Emphasis in:

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

Associate of Science Degrees in:

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

Certificates of Proficiency in:

1. Accounting
2. Air-Conditioning & Refrigeration
3. Architectural Drafting
4. Auto Body Repair
5. Advanced Automotive Technology

6. Business Management
7. Basic Automotive Technology
8. Carpentry
9. Civil Engineering Technology
10. Diesel
11. Electronics-Consumer
12. Electronics-Communications
13. Electronics-Computer Systems
14. Information Communication Technology-Electronic Office Option
15. Electrical Technology
16. Elementary Education
17. Guidance and Counseling
18. Public Health
19. Marine Option Program (MOP)
20. Networking and Computing
21. Practical Nursing
22. Welding

Certificates of Completion in:

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

Bachelor of Education Degree in:

1. Elementary Education

Requirements for an Associate of Arts Degree:

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

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

Requirements for an Associate of Science Degree:

The Associate of Science (AS) Degree provides development and understanding in the content and methodology of the major genres of study, awareness of the traditional cultural aspects of Samoa and the Pacific region and, student preparation for transfer and for gainful employment.

All Associate of Science degrees require General Education, Core Foundational, and Co-Foundational courses. A minimum of sixty (60) credits is required for an Associate of Science Degree.

Requirements for a Certificate of Proficiency:

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

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

Requirements for a Certificate of Completion:

A Certificate of Completion (COC) is awarded to individuals to prepare for entry-level skills and training required for employment in a specific trade, occupation, or profession related to the field of study. This award is for students who have successfully completed a minimum of 12 credit hours but may not exceed 19 credit hours in an occupational program providing job entry or job upgrading skills. The issuance of Certificate of Completion requires the student's work to be evaluated and determined to be satisfactory. In a credit course, the student must earn a cumulative Grade Point Average (GPA) of 2.00 or better for all courses required in the Certificate program. The ASCC Placement Examination is required or testing scores from SAT, ACT, and/or TOEFL. Program requirements in English and Math should not fall below ENG 90, ENG 91, and MAT 90. There are no graduation exercises accompanying this award. *Note: Complete all Program Requirements courses before registering for the Co-Foundational Area Requirements courses.*

Requirements for a Bachelor of Education Degree:

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

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

LABORATORY FEES

Lab 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 180	$25.00
DRA 150	$25.00
MUS 150	$25.00
MUS 180	$25.00
MUS 170	$25.00

Business

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

Social Sciences

GEO 150	$15.00
GEO 160	$15.00
GEO 161	$15.00

Nursing

All Nursing Courses	$45.00

Samoan and Pacific Studies

SAM 151	$15.00

Science

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

Trades and Technology

ADT 150	$15.00
ADT 230	$15.00
ADT 251	$15.00
ADT 280	$15.00
CET 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

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 170	$25.00

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ASSOCIATE OF ARTS DEGREE IN LIBERAL ARTS

DEGREE: AA-Liberal Arts

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

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

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

Learning Outcomes

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

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

LO 3: English:

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

LO 4: Humanities: Enrich and expand knowledge of the human conditions and cultures in relation to behavior, ideas, and thoughts through the study in the disciplines of literature, philosophy and the arts.

LO 5: History:

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

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

LO 7: Physical Education & Health: Demonstrate a basic understanding of maintaining a healthy lifestyle.

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

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

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

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

Schedule of Courses:
An official schedule of courses provides information on 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. Schedules may be obtained from the Office of the Dean of Academic Affairs. Official class schedules are also advertised in the local newspapers prior to registration.

ASSOCIATE OF ARTS DEGREE IN LIBERAL ARTS

Pre-Req	**GENERAL EDUCATION REQUIREMENTS:**		
	Communication		
	ENG 150	Introduction to Literature	**3**
	ENG 151	Freshman Composition	**3**
	SPH 153	Introduction to Speech	**3**
	Information and Technology Literacy		
	ICT 150	Introduction to Computers	**3**
	Critical Thinking		
	MAT 151	Intermediate Algebra	**3**
ENG 150	PHSCI 150/150L	Physical Science/Physical Science Lab	**4**
	Global Awareness and Cultural Competence		
ENG 151	HIS 150	American History I ***OR***	
ENG 151	HIS 151	American History II	
ENG 151	HIS 170	World Civilization I ***OR***	**6**
ENG 151	HIS 171	World Civilization II	
ENG 151	HIS 162	Pacific History	
	Personal Development and Responsibility		
ENG 151	PSY 150	Introduction to Psychology	**3**
	HEA 150	Introduction to Health Science	
		TOTAL GE CREDITS	**28**

CORE FOUNDATIONAL AREA REQUIREMENTS		
ARTS (Select one 3 credit course)	ART 150, ART 160, DRA 150, DRA 151, MUS 150, MUS 160, MUS 165, MUS 170, MUS 180 *(Some MUS course may be repeated 3 to earn a maximum of 3 credits).*	**3**
HUMANITIES (Select one 3 credit course)	**SPH 153,** PHIL 150, REL 150, ENG 250, LIT 270, LIT 272, LIT 274	**3**
COMPUTER SCIENCE	**ICT 150**	**0**
ENGLISH	**ENG 150, ENG 151,** ENG 251	**3**
HISTORY (Selection is based on Global Awareness & Cultural Competence—Select one 3 credit course)	**HIS 150, or HIS 151, or HIS 170, or HIS 171**	**3**
MATHEMATICS (Select a 4 or 5 credit course)	MAT 250 or MAT 280	**4-5**
PHYSICAL EDUCATION	Select one 1 credit course from any Physical Education Course or **HEA 150**	**1**
SAMOAN AND PACIFIC STUDIES (Select one 3 or 4 credit course)	Cluster I: Samoan and the Pacific History & Geography HIS 160, HIS 161, SAM 152, GEO 150, GEO 161, or HIS 162 Cluster II: Samoan Language SAM 101A or SAM 101B or SAM 111 or SAM 151/151L, SAM 154	**3-4**
SCIENCE (Select one 4 credit course)	BIO 150/150L, BIO 155/155L, BIO 180/180L, or MSC 170/170L	**4**
SOCIAL SCIENCE (Select one 3 credit course from one of the three clusters)	Cultural Courses: ANT 150, ANT 153, ANT 154, GEO 160 Political Courses: PAD 150, POL 150, POL 160, POL 170 Social and Behavioral Courses: **PSY 150,** PSY 250, SOC 150	**3**
	TOTAL CORE FOUNDATIONAL CREDITS	**27-29**

PROGRAM REQUIREMENTS	
Selection is based on Career Development Option	
ART 150, CJ 150, ED 150, HSV 150, MUS 150, POL 160, SAM 152	3
TOTAL PROGRAM REQUIREMENTS CREDITS:	**3**

ELECTIVE CREDIT	
Select any course with alpha numbering at 150 or above with the exception of:	
SAM 101A, or SAM 101B, or MSL 101, or MSL 102	3
TOTAL ELECTIVE CREDITS:	**3**

ASSOCIATE OF ARTS DEGREE IN LIBERAL ARTS	
General Education Requirements	28
Core Foundational Requirements	27-29
Program Requirements	3
Elective Credits	3
TOTAL CREDITS	**61-63**

AGRICULTURE, COMMUNITY, AND NATURAL RESOURCES DEPARTMENT

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

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

- Associate of Science degree in Agribusiness
- Associate of Science degree in General Agriculture
- Associate of Science degree Natural Resources
- Associate of Science degree in Family and Consumer Science

Community Advisory Council:
Dr. Kristen Jensen, DOA; Ikenasio Sagaga, ASEPA; Mr. Samuel Meleisea, NPS; Ms. Leiema Hunt, DOH; Mrs. Ianeta Ah Ping, LBJ; Mr. Malagamalii Tavita Elisara, DOE; Dr. Ruth Matagi, DMWR; Mr. Kuki Edward Avegalio, Farmer/Business.

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

Program Learning Outcomes:

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

ASSOCIATE OF SCIENCE DEGREE IN AGRIBUSINESS

Program Statement

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

Pre-Req	**GENERAL EDUCATION REQUIREMENTS:**		
	Communication		
	ENG 150	Introduction to Literature	**3**
	ENG 151	Freshman Composition	**3**
	SPH 153	Introduction to Speech	**3**
	Information and Technology Literacy		
	ICT 150	Introduction to Computers	**3**
	Critical Thinking		
	MAT 151	Intermediate Algebra	**3**
ENG 150	PHSCI 150/150L	Physical Science/Physical Science Lab	**4**
	Global Awareness and Cultural Competence		
ENG 151	HIS 150	American History I ***OR***	
ENG 151	HIS 151	American History II	
ENG 151	HIS 170	World Civilization I ***OR***	**6**
ENG 151	HIS 171	World Civilization II	
ENG 151	HIS 162	Pacific History	
	Personal Development and Responsibility		
ENG 151	PSY 150	Introduction to Psychology	**3**
	HEA 150	Introduction to Health Science	
		TOTAL GE CREDITS	**28**

CORE FOUNDATIONAL AREA REQUIREMENTS		
SCIENCE (Select one 4 credit course)	Cluster I: Life Science: BIO 180/180L	**4**
	TOTAL CORE CREDITS	**4**

Pre-Req	**CO-FOUNDATIONAL AREA REQUIREMENTS**		
	AGR 100 I	Practical Job Experience I	1
AGR 100 I	AGR 100 II	Practical Job Experience II	1
	AGR 152	Survey of Community and Natural Resources	3
	AGE 150	Agriculture Economics	3
BIO 180/180L	AGR 250/250 L	Introduction to Horticulture	4
		TOTAL CO-FOUNDATIONAL CREDITS	**12**

Pre-Req	**PROGRAM REQUIREMENTS**		
BUS 103, BUS 150	ACC 150	Principles of Accounting I	3
	BUS 103	Introduction to Business	3
	BUS 150	Financial Math	3
BUS 180/180 L	BIO 181/181 L	Biology II	4
BUS 103, ENG 151	ECO 250A	Principles of Micro economics	3
MAT 151	MAT 260	Introduction to Statistics	3
		TOTAL PROGRAM REQUIREMENT CREDITS:	**19**

ASSOCIATE OF SCIENE DEGREE IN AGRIBUSINESS	
General Education Requirements	28
Core Foundational Requirements	4
Co-Foundational Area Requirements	12
Program Requirements	19
TOTAL CREDITS	**63**

ASSOCIATE OF SCIENCE DEGREE IN GENERAL AGRICULTURE

Program Statement

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

Pre-Req	**GENERAL EDUCATION REQUIREMENTS:**			
	Communication			
	ENG 150	Introduction to Literature		**3**
	ENG 151	Freshman Composition		**3**
	SPH 153	Introduction to Speech		**3**
	Information and Technology Literacy			
	ICT 150	Introduction to Computers		**3**
	Critical Thinking			
	MAT 151	Intermediate Algebra		**3**
ENG 150	PHSCI 150/150L	Physical Science/Physical Science Lab		**4**
	Global Awareness and Cultural Competence			
ENG 151	HIS 150	American History I	***OR***	
ENG 151	HIS 151	American History II		
ENG 151	HIS 170	World Civilization I	***OR***	**6**
ENG 151	HIS 171	World Civilization II		
ENG 151	HIS 162	Pacific History		
	Personal Development and Responsibility			
ENG 151	PSY 150	Introduction to Psychology		**3**
	HEA 150	Introduction to Health Science		
			TOTAL GE CREDITS	**28**

CORE FOUNDATIONAL AREA REQUIREMENTS		
SCIENCE	Cluster I: Life Science: BIO 155/155L	**4**
	Cluster I: Life Science: BIO 180/180L	**4**
	TOTAL CORE CREDITS	**8**

Pre-Req	**CO-FOUNDATIONAL AREA REQUIREMENTS**		
	AGR 100 I	Practical Job Experience I	1
AGR 100 I	AGR 100 II	Practical Job Experience II	1
	AGR 152	Survey of Community and Natural Resources	3
	AGE 150	Agriculture Economics	3
BIO 180/180L	AGR 250	Introduction to Horticulture	4
	ANS 150 A	Animal Science A	2
ANS 150A	ANS 150 B	Animal Science B	2
		TOTAL CO-FOUNDATIONAL CREDITS	**16**

Pre-Req	**PROGRAM REQUIREMENTS**		
MAT 151	MAT 260	Introduction to Statistics	3
CHM 150/150L	CHM 151 /151L	Chemistry II	4
BIO 180/180L	BIO 181/181L	Biology II	4
		TOTAL PROGRAM REQUIREMENT CREDITS:	**11**

ASSOCIATE OF SCIENCE DEGREE IN GENERAL AGRICULTURE	
General Education Requirements	28
Core Foundational Requirements	8
Co-Foundational Area Requirements	16
Program Requirements	11
TOTAL CREDITS	**63**

ASSOCIATE OF SCIENCE DEGREE

IN NATURAL RESOURCES

Program Statement:
An associate of science degree in Natural Resources provides a foundation in the natural sciences, with a focus on the biological and physical science aspects of managing natural resources. Emphasis is also on the social, cultural and economic aspects of managing natural resources and the environment.

Pre-Req	**GENERAL EDUCATION REQUIREMENTS:**		
	Communication		
	ENG 150	Introduction to Literature	**3**
	ENG 151	Freshman Composition	**3**
	SPH 153	Introduction to Speech	**3**
	Information and Technology Literacy		
	ICT 150	Introduction to Computers	**3**
	Critical Thinking		
	MAT 151	Intermediate Algebra	**3**
ENG 150	PHSCI 150/150L	Physical Science/Physical Science Lab	**4**
	Global Awareness and Cultural Competence		
ENG 151	HIS 150	American History I ***OR***	
ENG 151	HIS 151	American History II	
ENG 151	HIS 170	World Civilization I ***OR***	**6**
ENG 151	HIS 171	World Civilization II	
ENG 151	HIS 162	Pacific History	
	Personal Development and Responsibility		
ENG 151	PSY 150	Introduction to Psychology	**3**
	HEA 150	Introduction to Health Science	
		TOTAL GE CREDITS	**28**

CORE FOUNDATIONAL AREA REQUIREMENTS		
SCIENCE (Select one 4 credit course)	Cluster I: Life Science: BIO 155/155L	4
	TOTAL CORE CREDITS	**4**

Pre-Req	**CO-FOUNDATIONAL AREA REQUIREMENTS**		
	AGR 100 I	Practical Job Experience I	1
AGR 100 I	AGR 100 II	Practical Job Experience II	1
	AGR 152	Survey of Community and Natural Resources	3
Any BIO course	AGR 197	Polynesian Cultural and Natural Resource Learning Project	3
BIO 180/180L	NRS 180	Forests and Agroforestry	4
	NRS 200	Natural Resources	4
	NRS 250	Environmental Studies	3
		TOTAL CO-FOUNDATIONAL CREDITS:	**19**

Pre-Req	**PROGRAM REQUIREMENTS**		
BIO 180/180L	BIO 181/181L	Biology II	4
MAT 151	MAT 260	Introduction to Statistics	3
	MSC 160		
	OR	Natural Marine Resources **OR**	3
	AGR 200	Introduction to Aquaculture	
CHM 150/150L	CHM 151/151L	Chemistry II	4
		TOTAL PROGRAM REQUIREMENT CREDITS	**14**

ASSOCIATE OF SCIENCE DEGREE IN NATURAL RESOURCES	
General Education Requirements	28
Core Foundational Requirements	4
Co-Foundational Area Requirements	19
Program Requirements	14
TOTAL CREDITS	**65**

ASSOCIATE OF SCIENCE DEGREE IN FAMILY AND CONSUMER SCIENCE

Program Statement:
The associate of science degree in Family & Consumer Science provides a core program for students, preparing them for transfer opportunities in the following areas: human development and family relations, food and nutrition, family economics and resource management, and general family and consumer science.

Pre-Req	**GENERAL EDUCATION REQUIREMENTS:**			
	Communication			
	ENG 150	Introduction to Literature		**3**
	ENG 151	Freshman Composition		**3**
	SPH 153	Introduction to Speech		**3**
	Information and Technology Literacy			
	ICT 150	Introduction to Computers		**3**
	Critical Thinking			
	MAT 151	Intermediate Algebra		**3**
ENG 150	PHSCI 150/150L	Physical Science/Physical Science Lab		**4**
	Global Awareness and Cultural Competence			
ENG 151	HIS 150	American History I	***OR***	
ENG 151	HIS 151	American History II		
ENG 151	HIS 170	World Civilization I	***OR***	**6**
ENG 151	HIS 171	World Civilization II		
ENG 151	HIS 162	Pacific History		
	Personal Development and Responsibility			
ENG 151	PSY 150	Introduction to Psychology		**3**
	HEA 150	Introduction to Health Science		
			TOTAL GE CREDITS	**28**

CORE FOUNDATIONAL AREA REQUIREMENTS		
SCIENCE (Select one 4 credit course)	Cluster I: Life Science: BIO 180/180L	**4**
SOCIAL SCIENCE (Select one 3 credit course from one of the three clusters)	Social and Behavioral Courses: PSY 250	**3**
	TOTAL CORE CREDITS	**7**

Pre-Req	**CO-FOUNDATIONAL AREA REQUIREMENTS**		
	AGR 100 I	Practical Job Experience I	1
AGR 100 I	AGR 100 II	Practical Job Experience II	1
	AGR 152	Survey of Community and Natural Resources	3
	AGE 150	Agriculture Economics	3
ENG 150, MAT 151	FAM 250	Family Finance	3
ENG 150, PSY 150	FAM 260	Parenting: Models for Guiding and Nurturing Children	3
	NUT 150	Nutrition	3
		TOTAL CO-FOUNDATIONAL CREDITS	**17**
Pre-Req	**PROGRAM REQUIREMENTS**		
BIO 180/180L	BIO 181/181L	Biology II	4
	HSV 150	Introduction to Human Services	3
	MAT 260	Introduction to Statistics	3
		TOTAL PROGRAM REQUIREMENT CREDITS:	**10**

ASSOCIATE OF SCIENCE DEGREE IN FAMILY AND CONSUMER SCIENCE	
General Education Requirements	28
Core Foundational Requirements	7
Co-Foundational Area Requirements	17
Program Requirements	10
TOTAL CREDITS	**62**

Agriculture, Community, and Natural Resources Course Descriptions:

AGE 150 Agriculture Economics (3)

This course provides an introduction to the economics of agricultural production, marketing, pricing, income and decision making involving farm operations that includes government policies and programs related to agricultural and socioeconomic problems of farmers. ***(Note: 3 lecture credits)***

AGR 100 I Practical Job Experience I (1)
This course is designed to provide the students with needed practical skills while working in an agricultural setting during the Summer Institute, fall or spring semesters. **(Note: 1-lecture credit)**

AGR 100 II Practical Job Experience II (1)
Prerequisite: AGR 100 I
This course is designed to provide the students with needed practical skills in an agricultural setting in the following two options: ***(Note: 1 lecture credit)***

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

AGR 152 Survey of Community and Natural Resources (3)
Students will learn about career options available to them in agriculture, natural resources, and family and consumer sciences by interacting with local professionals working in these fields. Each weekly meeting will cover a different discipline, with an introductory presentation followed by a field trip to observe work within that discipline. Field trips will visit local agribusinesses, farms, and government agencies. ***(Note: 3 lecture credits)***

AGR 197 Polynesian Culture and Natural Resources Learning Project (4) ***(formerly AGR 197/MSC 197 Polynesian Culture and Natural Resources Learning Project)***
Prerequisite: A 4-credit Biology course
This course is designed to provide the necessary background information for participation in a service learning project. It covers the natural resources of American Samoa and their cultural use. Students will be provided information about the listed topics and have the opportunity to conduct further research. They will also learn about the resources and culture of other countries and make comparisons among the different systems. ***(Note: 3 lecture credits and 1 lab credit)***

AGR 200 Introduction to Aquaculture (3) ***(formerly AGR 200/MSC 200 Introduction to Aquaculture)***
This is an introductory level course that covers the scope and role of aquaculture for increasing food production of aquatic organisms. The biological principles of aquaculture, including species selection, hatchery breeding and rearing and grow-out practices will be covered, including the status of the aquaculture industry in American Samoa ***(Note: 3 lecture credits)***

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. The production practices for world food crops is studied. Production of locally important crops is emphasized. Practical sessions to complement lectures include field visits and laboratory exercises. ***(Note: 3 lecture credits and 1 lab credit)***

AGR 297 Environmental Service Learning Exchange (2) ***(formerly AGR 297/MSC 297 Environmental Service Learning Exchange)*** **Prerequisite: 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. ***(Note: 2 lecture credits)***

ANS 150A Animal Science A (2)
A course open to all students in developmental studies as an introduction in general agriculture, animal science or natural resource management. Lectures, discussions, and presentations by experts and community members will include topics such as agriculture, livestock, nutrition, breeding, and management, and pasture/turf grass, meat processing and marketing. Emphasis will be on swine and poultry production. Students who plan to further their studies of Agriculture beyond the A.S. level must take both this course and ANS 150B. ***(Note: 2 lecture credits)***

ANS 150B Animal Science B (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. ***(Note: 2 lecture credits)***

FAM 250 Family Finance (3)
Prerequisites: ENG 150, MAT 151
This course is designed to address the identification and management of personal resources and family finances to meet the needs and wants of individuals and families throughout the family life cycle. Topics include financial planning for daily needs, banking, saving and investing, managing credit, managing risks, and insurance; consumer choices, rights and decision making related to meeting personal and family goals for nutrition and wellness, clothing, housing, and transportation. ***(Note: 3 lecture credits)***

FAM 260 Parenting: Models for Guiding and Nurturing Children (3)
Prerequisites: ENG 150, PSY 150
Students will study new models of parenting theories, methods, skills, issues, and resources. They will view parent-child relationships in various cultural contexts. They will also gain the necessary skills for guiding and nurturing children as a parent and for teaching others those skills in high school and adult education settings. ***(Note: 3 lecture credits)***

NRS 180 Forests and Agroforestry (4)
Prerequisite: BIO 180
An introductory course containing three general areas of focus:

1. The global importance of forests, emphasizing tropical rain forests, specific forest communities, and their 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. ***(Note: 3 lecture credits and 1 lab credit)***

NRS 200 Natural Resources (4)
Prerequisites: MSC 160 or AGR 200, NRS 180
A comprehensive overview of wildlife, wetlands, and marine natural resources. Special emphasis is on local species, communities and ecosystems. Laboratories are field-oriented, focusing on identification and measurement of resource conditions. ***(Note: 4 lecture credits)***

NRS 250 Environmental Studies (3)
Prerequisites: ENG 151, NRS 200
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. ***(Note: 3 lecture credits)***

NUT 150 Nutrition (3)
This course is an introduction to the science of nutrition as it applies to everyday life. The goal is to teach students how to apply the logic of science to their own nutritional concerns. Topics include the six major nutrients: carbohydrates, lipids (fats), protein, vitamins, minerals, and water. The course will also examine the human body, energy balance, weight control, the digestive process, life stages, and diseases as they relate to nutrition and fitness. ***(Note: 3 lecture credits)***

BUSINESS DEPARTMENT

Mission:
The mission of the Business Department is to develop and offer high quality business educational programs and services that will enable students to enter the workforce, continue their education, start a business, and become productive citizens in today's global and high-tech workforce. Moreover, the programs enable students to build strong partnerships with both the public and private sectors in job placement and educational improvement opportunities.

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

- Associate of Science in Accounting

- Associate of Science in Business Management
- Certificate of Proficiency in Accounting
- Certificate of Proficiency in Business Management

The curriculum provides for career mobility. Business majors must complete all the business courses in each program with a "C" grade or better. A "C-"grade earned in any Business course is not acceptable for graduation. A Business degree in Accounting or Management requires students to supplement classroom learning with practical experience of at least 30 to 40 hours. This may be gained through work, internships in firms and organizations, or special projects as directed by Business faculty. Students may complete these requirements by taking ACC 152A for Accounting, and MKT 212 for Management. Both courses will offer a practicum during the fourth semester. A field trip either on or off-island is required for Management majors to observe and collect data on the importance of mass production, channels of distribution, office procedures/protocol and valuing diversity in the workplace. (A national requirement.)

Community Advisory Council:
Mr. Alex Zodiacal, DOC; Mr. Herbert Thweatt, ASCC-SBDC; Mr. Tony Mauga, Vocational and Business Programs-ASDOE; Mr. Sonny Thompson, ASG Human Resources, Mrs. Heidi Uele, ASDOE; Francine Monotaga, American Samoa Chamber of Commerce.

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

Program Learning Outcomes:
1. Demonstrate competency in the fundamental areas of business, including accounting, marketing, management, economics, business law, organizational behavior, and apply effective business communication skills.
2. Demonstrate knowledge and practice of business etiquettes and ethics to create positive image of individuals and organizational in learning theories and practical training opportunities.
3. Create, analyze, and interpret written and verbal communication in business applications, with use of appropriate technologies, and to make effective business decisions.
4. Value diversity in work settings to foster teamwork to develop strategies and meet organizational challenges with innovative solutions in a rapidly changing local and global business environment.
5. Apply the use of computer productivity applications to create business and accounting related reports and presentations effectively and ethically.
6. Demonstrate attained knowledge and clear understanding and practice of Generally Accepted Accounting Principles (GAAP); use the accounting cycle to prepare financial statement from raw data, and analyze information to assist in making managerial decisions and control financial aspects of business operations.
7. Assess and apply management principles and practice in the creating of business plans; display leadership and motivational skills, critical thinking, data interpretation and analytical skills, and a global perspective on business to manage and achieve business and organizational effectiveness.

ASSOCIATE OF SCIENCE DEGREE IN ACCOUNTING

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

Pre-Req	**GENERAL EDUCATION REQUIREMENTS:**			
	Communication			
	ENG 150	Introduction to Literature		**3**
	ENG 151	Freshman Composition		**3**
	SPH 153	Introduction to Speech		**3**
	Information and Technology Literacy			
	ICT 150	Introduction to Computers		**3**
	Critical Thinking			
	MAT 151	Intermediate Algebra		**3**
ENG 150	PHSCI 150/150L	Physical Science/Physical Science Lab		**4**
	Global Awareness and Cultural Competence			
ENG 151	HIS 150	American History I	***OR***	
ENG 151	HIS 151	American History II		
ENG 151	HIS 170	World Civilization I	***OR***	**6**
ENG 151	HIS 171	World Civilization II		
ENG 151	HIS 162	Pacific History		
	Personal Development and Responsibility			
ENG 151	PSY 150	Introduction to Psychology		**3**
	HEA 150	Introduction to Health Science		
			TOTAL GE CREDITS	**28**

Pre-Req	**CO-FOUNDATIONAL AREA REQUIREMENTS**		
ACC 150	ACC 151	Financial Accounting	3
ACC 150	ACC 152A	Payroll and Income Tax	3
ACC 151	ACC 210A	Managerial Accounting	3
ACC 152A	ACC 220	Automated Accounting	3
BUS 103, ENG 151	ECO 250A	Principles of Microeconomics	3
		TOTAL CO-FOUNDATIONAL CREDITS	**15**

Pre-Req	**PROGRAM REQUIREMENTS**		
BUS 103, BUS 150	ACC 150	Principles of Accounting I	3
	BUS 103	Introduction to Business	3
	BUS 150	Financial Math	3
BUS 103, BUS 150	BUS 160	Business Communications	3
ENG 151	BUS 170	Ethics in the Workplace	3
BUS 103, ENG 150, MAT 151	BUS 180	Applied Business Statistics	3
BUS 103, ENG 151	BUS 260	Business Law	3
*ECO 250A **or** ECO 250B*	MGT 250	Principles of Management	3
		TOTAL PROGRAM REQUIREMENT CREDITS:	**24**

ASSOCIATE OF SCIENCE DEGREE IN ACCOUNTING	
General Education Requirements	28
Co-Foundational Area Requirements	24
Program Requirements	15
TOTAL CREDITS	**67**

ASSOCIATE OF SCIENCE DEGREE IN

BUSINESS MANAGEMENT

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

Pre-Req	**GENERAL EDUCATION REQUIREMENTS:**		
	Communication		
	ENG 150	Introduction to Literature	**3**
	ENG 151	Freshman Composition	**3**
	SPH 153	Introduction to Speech	**3**
	Information and Technology Literacy		
	ICT 150	Introduction to Computers	**3**
	Critical Thinking		
	MAT 151	Intermediate Algebra	**3**
ENG 150	PHSCI 150/150L	Physical Science/Physical Science Lab	**4**
	Global Awareness and Cultural Competence		
ENG 151	HIS 150	American History I ***OR***	
ENG 151	HIS 151	American History II	
ENG 151	HIS 170	World Civilization I ***OR***	**6**
ENG 151	HIS 171	World Civilization II	
ENG 151	HIS 162	Pacific History	
	Personal Development and Responsibility		
ENG 151	PSY 150	Introduction to Psychology	**3**
	HEA 150	Introduction to Health Science	
		TOTAL GE CREDITS	**28**

Pre-Req	**CO-FOUNDATIONAL AREA REQUIREMENTS**		
	BUS 103	Introduction to Business	3
	BUS 150	Financial Math	3
BUS 103, ENG 150	BUS 160	Business Communications	3
ENG 151	BUS 170	Ethics in the Workplace	3
BUS 103, ENG 150, MAT 151	BUS 180	Applied Business Statistics	3
BUS 103, ENG 151	BUS 260	Business Law	3
		TOTAL CO-FOUNDATIONAL CREDITS	**18**

Pre-Req	**PROGRAM REQUIREMENTS**		
	ACC 150	Principles of Accounting I	3
ACC 150	ACC 151	Financial Accounting	3
BUS 103, ENG 151	ECO 250B	Principles of Macro Economics	3
ECO250A or ECO 250B	MGT 250	Principles of Management	3
BUS 103, BUS 150, ENG 151	MKT 195	Principles of Marketing	3
MGT 250, MKT 195	MKT 255	Human Relations and Organization	3
MKT 195, MGT250	MKT 212	Marketing and Management Practicum	2
		TOTAL PROGRAM REQUIREMENT CREDITS:	**20**

ASSOCIATE OF SCIENCE DEGREE IN BUSINESS MANAGEMENT	
General Education Requirements	28
Co-Foundational Area Requirements	18
Program Requirements	20
TOTAL CREDITS	**66**

CERTIFICATE OF PROFICIENCY IN ACCOUNTING

Pre-Req	**GENERAL EDUCATION REQUIREMENTS:**
	Communication

	ENG 151	Freshman Composition	**3**
	Critical Thinking		
	MAT 151	Intermediate Algebra	**3**
		TOTAL GE CREDITS	**6**
Pre-Req	**CO-FOUNDATIONAL AREA REQUIREMENTS**		
	ACC 150	Principles of Accounting I	3
ACC 150	ACC 151	Financial Accounting	3
ACC 150	ACC 152A	Payroll and Income Tax	3
		TOTAL CO-FOUNDATIONAL CREDITS	**9**
Pre-Req	**PROGRAM REQUIREMENTS**		
	BUS 103	Introduction to Business	3
	BUS 150	Financial Math	3
BUS 103, ENG 150	BUS 160	Business Communications	3
ENG 151	BUS 170	Ethics in the Workplace	3
BUS 103, ENG 150, MAT 151	BUS 180	Business Statistics	3
	ECO 250A	Principles of Micro Economics	3
		TOTAL PROGRAM REQUIREMENT CREDITS:	**18**

CERTIFICATE OF PROFICIENCY IN ACCOUNTING	
General Education Requirements	6
Co-Foundational Area Requirements	9
Program Requirements	18
TOTAL CREDITS	**33**

CERTIFICATE OF PROFICIENCY IN BUSINESS MANAGEMENT

Pre-Req	**GENERAL EDUCATION REQUIREMENTS:**		
	Communication		
	ENG 151	Freshman Composition	**3**
	Critical Thinking		
	MAT 151	Intermediate Algebra	**3**
		TOTAL GE CREDITS	**6**
Pre-Req	**CO-FOUNDATIONAL AREA REQUIREMENTS**		
	BUS 103	Introduction to Business	3
	BUS 150	Financial Math	3
BUS 103, ENG 150	BUS 160	Business Communications	3
ENG 151	BUS 170	Ethics in the Workplace	3
BUS 103, ENG 150, MAT 151	BUS 180	Business Statistics	3
		TOTAL CO-FOUNDATIONAL CREDITS	**15**
Pre-Req	**PROGRAM REQUIREMENTS**		
	ACC 150	Principles of Accounting I	3
BUS 103, ENG 151	ECO 250B	Principles of Macro Economics	3
ECO250A or ECO 250B	MGT 250	Principles of Management	3
BUS 103, BUS 150, ENG 151	MKT 195	Principles of Marketing	3
		TOTAL PROGRAM REQUIREMENT CREDITS:	**12**

CERTIFICATE OF PROFICIENCY IN BUSINESS MANAGEMENT	
General Education Requirements	6
Co-Foundational Area Requirements	15
Program Requirements	12
TOTAL CREDITS	**33**

Business Department Course Descriptions:

ACC 150 Principles of Accounting I (3)*(formerly College Accounting I)*
Prerequisites: BUS 103, BUS 150
This course introduces students to the accounting cycle and methods to record and report financial information through application of procedures used to classify, record, and interpret business transactions and prepare financial statements. Students will demonstrate an understanding of the Accounting equation and explain the purpose of the closing process. ***(Note: 3 lecture credits)***

ACC 151 Financial Accounting (3) *(formerly College Accounting II)*
Prerequisite: ACC 150
This course is a continuation of ACC 150, with emphasis on the corporate setting and fundamentals of financial accounting. Topics will include long-term investments, liabilities both current and long-term, and stockholders' equity. Students will analyze financial statements by using horizontal, vertical, and ratio analysis. ***(Note: 3 lecture credits).***

ACC 152A Payroll and Income Tax (3) *(formerly College Accounting III)*
Prerequisite: ACC 150
This course provides an overview of federal and local income taxation with emphasis on individual business taxes. Students will study and perform the recording process and preparation of payroll and tax filing using the American Samoa System and the Federal Tax bracket system. ***(Note: 3 lecture credits)***

ACC 210A Managerial Cost Accounting (3) *(formerly Payroll and Income Tax Preparation)*
Prerequisite: ACC 151
This course focuses on the in-depth study of manufacturing cost accounting with emphasis on the job order process, cost systems, the development of managerial skills in using accounting, and the financial information used to create budgets. Analyzing of material costs, labor costs, and manufacturing overhead costs will lead into the understanding of the cost-profit analysis in determining the breakeven points and the fixed and variable costs involved in cost accounting. ***(Note: 3 lecture credits)***

ACC 220 Automated Accounting (3) *(formerly Using Computers in Accounting)*
Prerequisite: ACC 152A
This course reinforces students' knowledge of accounting concepts and principles through the use of computers. Instruction will be provided in computer operations using commercially available accounting software such as QuickBooks. Students should be able to utilize skills in entering data for the software to create financial reports, closing statements, and payroll accounting that will assist them in being hired for middle-level business jobs. A worksite experience of 25-30 hours is required for completion of the course. ***(Note: 3 lecture credits)***

BUS 103 Introduction to Business (3)
This course provides an overview of the American free enterprise market system. The course introduces students to entrepreneurship and the business process, with a balanced overview of the interwoven nature of basic business discipline and principles. Topics to be explored include business formation and practices, small business management, market dynamics, economic systems, competitive strategies, business ethics and social responsibilities. ***(Note: 3 lecture credits)***

BUS 150 Financial Math (3) *(formerly BUS 200)*
This course strengthens the theory and applications of commonly used business calculations such as simple and compound interests, face value, maturity value, and present value computations by using the 10-key calculators and electronic-displaying printing calculators. Emphasis will be placed on hands-on skills through the completion of the Assimilation Package (18 hands-on jobs). ***(Note: 3 lecture credits)***

BUS 160 Business Communication (3) *(formerly BUS 225)*
Prerequisites: 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 the career employment process and the communicating with a diverse and global workforce. Skills in grammar, punctuation, and business vocabulary will be developed throughout the course. ***(Note: 3 lecture credits)***

BUS 170 Ethics in the Workplace (3) *(formerly BUS 210)*
Prerequisites: ENG 151

This course introduces students to the contemporary issues of ethics, morality, and social responsibility that face the business community, both locally and globally. Students completing this course will be able to define various theories of the ethics, appreciate the importance of ethics framework for analyzing and resolving real-world ethical issues, and to gain the knowledge and critical thinking skills to analyze and resolve ethical issues in business and management. The course will examine such components as the nature and purpose of professional standards and codes, the role played by individual character in professional life, and the demands and pressures encountered by professionals within their institutional settings. ***(Note: 3 lecture credits)***

BUS 180 Applied Business Statistics (3)
Prerequisites: BUS 103, ENG 150, MAT 151
This course provides an introduction to both the theory and applications of statistical methods used for a description and analysis of business problems. The course develops a student's analytical skills by introducing basic statistical concepts and techniques, including probability and sampling, descriptive statistics, inference, regression and one-way analysis of variance. The course will rely on business case scenarios for practical applications and conclude with how statistics are used in society and business. ***(Note: 3 lecture credits)***

BUS 260 Business Law (3)
Prerequisites: BUS 103, ENG 151
This course explores the US and American Samoa legal environment in which businesses operate, and studies the interaction between business and the legal system. Students examine various areas of the law which are important to business. Topics include the court system, government regulations, torts, contracts, agency, ethical and criminal implications of business actions, property laws, and the legal aspects of different business entities. ***(Note: 3 lecture credits)***

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

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 include opportunity cost, economic activities in producing and trading, supply and demand, prices and unemployment, real GDP, monetary and fiscal policies, economic stability, taxes and deficits, public debts, money and banking, natural and unemployed resources, and applying modern technology in solving and interpreting numbers and graphs. ***(Note: 3 lecture credits)***

MGT 250 Principles of Management (3)
Prerequisite: ECO250A or ECO 250B
This course introduces students to an overview of reaching organizational goals by working with people. Students are familiarized with the principles of management, the four functions of management, classical approaches to system management, and the theories and concepts related to human motivation in management careers. ***(Note: 3 lecture credits)***

MGT 255 Human Relations & Organizational Behavior (3)
Prerequisites: MGT 250, MKT 195
This course introduces students to the development of individual and inter-personal relationships applied to business and industry. Emphasis is placed upon values, communication, problem-solving, motivation, leadership, and how individuals interact with each other within a group environment. In addition, human relations skills and organizational behavior concepts are examined within organization environments to better understand behavior, performance, learning, perception, values and diversity. Communication skills, conflict resolution, power, politics, and team dynamics are presented and analyzed within modern organizations. ***(Note: 3 lecture credits)***

MKT 195 Principles of Marketing (3) ***(formerly MKT 200 Retailing)***
Prerequisite: BUS 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, and consumer attitudes as they relate to marketing will be studied. Students will learn that

marketing is not just advertising, retailing, or selling; it encompasses a myriad of concepts, techniques, and activities all directed toward distribution of goods and services to chosen consumer segments. ***(Note: 3 lecture credits)***

MKT 212 Marketing and Management Practicum (2) ***(formerly Salesmanship Practicum)***
Prerequisites: MKT 195, MGT 250
This course offers opportunities for students to earn credit in directed work experience of 30 to 40 hours in either marketing and/or management within an approved business (private or public) agency approved by the department chair or instructor. Students will be required to file an exit report on work experience together with an approved Performance Evaluation by the work site employer. An off-island field trip or e-marketing research project is included for students to obtain direct observation or in-depth understanding on how various products are produced, packaged, stored, and distributed locally and globally. Emphasis is placed on the completion of a Business Plan being viewed and approved by a local or off-island business owner. ***(Note: 1 lecture credit and 1 lab credit)***

CRIMINAL JUSTICE DEPARTMENT

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

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

1. Associate of Science in Criminal Justice
2. Associate of Arts in Pre-Law

Community Advisory Council:
Tamasa Dennis Lutu Fuimaono, ASG-Immigration Office; William Sili, ASEPA; Esther Fiatoa, ASCC Student.

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

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

ASSOCIATE OF ARTS DEGREE
WITH AN EMPHASIS IN
PRE-LAW

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

Pre-Req	**GENERAL EDUCATION REQUIREMENTS:**		
	Communication		
	ENG 150	Introduction to Literature	**3**
	ENG 151	Freshman Composition	**3**
	SPH 153	Introduction to Speech	**3**
	Information and Technology Literacy		
	ICT 150	Introduction to Computers	**3**
	Critical Thinking		
	MAT 151	Intermediate Algebra	**3**
ENG 150	PHSCI 150/150L	Physical Science/Physical Science Lab	**4**
	Global Awareness and Cultural Competence		
ENG 151	HIS 150	American History I ***OR***	
ENG 151	HIS 151	American History II	
ENG 151	HIS 170	World Civilization I ***OR***	**6**
ENG 151	HIS 171	World Civilization II	
ENG 151	HIS 162	Pacific History	
	Personal Development and Responsibility		
ENG 151	PSY 150	Introduction to Psychology	**3**
	HEA 150	Introduction to Health Science	
		TOTAL GE CREDITS	**28**

CORE FOUNDATIONAL AREA REQUIREMENTS		
HUMANITIES (Select one 3 credit course)	PHIL 150	**3**
ENGLISH	ENG 251	**3**
HISTORY (Selection is based on Global Awareness & Cultural Competence—Select one 3 credit course)	**HIS 151, or HIS 171**	**3**
MATHEMATICS (Select a 4 or 5 credit course)	MAT 250	**4**
PHYSICAL EDUCATION	Select one 1 credit course from any Physical Education Course	**1**
SAMOAN AND PACIFIC STUDIES (Select one 3 or 4 credit course)	Cluster II: Samoan Language SAM 101A or SAM 101B or SAM 111 or SAM 151/151L, SAM 154	**3-4**
SCIENCE (Select one 4 credit course)	Cluster I: Life Science: BIO 150/150L, BIO 155/155L, BIO 180/180L, or MSC 170/170L	**4**
SOCIAL SCIENCE (Select one 3 credit course from one of the three clusters)	Cultural Courses: ANT 150, ANT 153, ANT 154, GEO 160 Political Courses: PAD 150, POL 150, POL 160, POL 170 Social and Behavioral Courses: **PSY 150,** PSY 250, SOC 150	**3**
	TOTAL CORE CREDITS	**24-25**

Pre-Req	**CO-FOUNDATIONAL AREA REQUIREMENTS**		
	A total of 12 credits from any of the following		
	CJ 150	Introduction to Criminal Justice	3
	CJ 180	Criminal Law and Procedures	3
CJ 150 ***or*** *POL 150 and ENG 151*	CJ 210	Constitutional Law and Procedures	3

CJ 150 and ENG 151	CJ 220		Survey of Law		3
CJ 150 and ENG 151	CJ 230	**OR**	Criminal Justice Administration	**OR**	3
CJ 150	CJ 260		Ethics in Criminal Justice		
			TOTAL CO-FOUNDATIONAL CREDITS		**12**

ASSOCIATE OF ARTS DEGREE WITH AN EMPHASIS IN PRE-LAW	
General Education Requirements	28
Core Foundational Requirements	24-25
Co-Foundational Area Requirements	12
TOTAL CREDITS	**64-65**

ASSOCIATE OF SCIENCE DEGREE IN CRIMINAL JUSTICE

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

Pre-Req	**GENERAL EDUCATION REQUIREMENTS:**			
	Communication			
	ENG 150	Introduction to Literature		**3**
	ENG 151	Freshman Composition		**3**
	SPH 153	Introduction to Speech		**3**
	Information and Technology Literacy			
	ICT 150	Introduction to Computers		**3**
	Critical Thinking			
	MAT 151	Intermediate Algebra		**3**
ENG 150	PHSCI 150/150L	Physical Science/Physical Science Lab		**4**
	Global Awareness and Cultural Competence			
ENG 151	HIS 150	American History I	***OR***	
ENG 151	HIS 151	American History II		
ENG 151	HIS 170	World Civilization I	***OR***	**6**
ENG 151	HIS 171	World Civilization II		
ENG 151	HIS 162	Pacific History		
	Personal Development and Responsibility			
ENG 151	PSY 150	Introduction to Psychology		**3**
	HEA 150	Introduction to Health Science		
			TOTAL GE CREDITS	**28**

Pre-Req	**CO-FOUNDATIONAL AREA REQUIREMENTS**		
	A total of twelve (12) credits from any of the 100 level 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 and Procedures	3
	CJ 190	Juvenile Delinquency	3
	CJ 195	Introduction to Corrections	3
		TOTAL	***12***
Pre-Req	***A total of twelve credits (15) from any of the 200 level courses***		
CJ 150	CJ 200	Comparative Justice	
CJ 150 or POL 150 and ENG	CJ 210	Constitutional Law and Procedures	

151			
CJ 150, ENG 151	CJ 215	Foundations in Criminology	
CJ 150, ENG 151	CJ 220	Survey of Law	
CJ 150, SOC 150, ENG 151	CJ 225	Victimology	
CJ 150, ENG 151	CJ 230	Criminal Justice Administration and Organization	
CJ 150, CJ 175, ENG 151	CJ 235	Cybercrime	
CJ 150, ENG 151	CJ 240	Police Community Relations	
CJ 150	CJ 260	Ethics in Criminal Justice	
		TOTAL	***15***
		TOTAL CO-FOUNDATIONAL CREDITS	**27**

Pre-Req	**PROGRAM REQUIREMENTS**		
	SOC 150	Introduction to Sociology	3
	POL 150	Introduction to American Government	3
		TOTAL PROGRAM REQUIREMENT CREDITS:	**6**

ASSOCIATE OF SCIENCE DEGREE IN CRIMINAL JUSTICE	
General Education Requirements	28
Co-Foundational Area Requirements	27
Program Requirements	6
TOTAL CREDITS	**61**

Criminal Justice Department Course Descriptions:

CJ 150 Introduction to Criminal Justice (3)
The study of the criminal justice system, its components, procedures, and interrelationships between the components: the police, prosecution, courts and the corrections. It also examines the impact of the concept of justice and other re-occurring issues upon the public and private sectors, and the community in the United States as well as American Samoa. ***(Note: 3 lecture credits)***

CJ 155 Traffic Functions (3)
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. ***(Note: 3 lecture credits)***

CJ 160 Patrol Operations (3)
This course covers the basics in police patrol functions and duties. It will cover the proper procedures of safety patrol principles, selective enforcement, beat analysis, vehicle stops, searches and seizures, field interrogation, and other common patrol functions. ***(Note: 3 lecture credits)***

CJ 165 Introduction to Probation and Parole (3)
The philosophical and historical development of probation and parole are discussed, including their functions, role and impact on the Criminal Justice System and community. The course covers the decisions to grant probation, and/or parole, conditions imposed, revocation hearings, statutory provisions governing probation and parole administrations and supervision, parole board and other related issues. ***(Note: 3 lecture credits)***

CJ 170 Criminal Evidence (3)
This course covers the origin, development and philosophy of criminal evidence. It will enable the student to understand the constitutional and procedural consideration for rules of evidence, the applicability of rules to criminal and civil matters, rules governing admissibility, and an overview of evidentiary privileges. ***(Note: 3 lecture credits)***

CJ 175 Criminal Investigations (3)
This course covers crime scene investigation, collection, and preservation of evidence, interrogation of suspects, admissibility of evidence and confessions. ***(Note: 3 lecture credits)***

CJ 180 Criminal Law and Procedures (3)

The historical and philosophical development of criminal law is examined. Major emphasis is on substantive criminal law, definitions, procedures, and elements of crime from the common law system, including recent developments that have been incorporated in statutes and/or case laws. Concepts such as jurisdictions, mental element, criminal defenses, and more are examined as their applications to the system of criminal justice. ***(Note: 3 lecture credits)***

CJ 190 Juvenile Delinquency (3) ***(formerly Juvenile Procedures)***
This course offers a philosophical, historical and practical survey of the juvenile justice system. It covers theories of causation, factors and characteristics of delinquency, and a survey of the treatment and prevention programs. ***(Note: 3 lecture credits)***

CJ 195 Introductions to Corrections (3)
The philosophical and historical development of corrections, functions, objectives, personnel, and rehabilitative and community based programs. The course will also cover the relationship of probation and parole to correctional goals and objectives. ***(Note: 3 lecture credits)***

CJ 200 Comparative Justice (3)
Prerequisite: CJ 150
This course is an introductory course in the comparative study of the criminal justice systems. A comparative analysis of the criminal justice systems' components of police, prosecution, courts and corrections throughout the world and the Pacific region will be explored. ***(Note: 3 lecture credits)***

CJ 210 Constitutional Law and Procedures (3)
Prerequisite: CJ 150 or POL 150 and ENG 151
The historical, philosophical, and ethical issues that pertain to the amendments of the United States Constitutions, its intentions, source of authority, the rights under the Bill of Rights, and its applicable contributions to the procedural due process. Major emphasis will focus on landmark U.S. Supreme Court decisions interpreting constitutional provisions, phrases and protections guarantees primarily with regards to the amendments. ***(Note: 3 lecture credits)***

CJ 215 Foundations in Criminology (3) ***(formerly Fundamentals to Criminology)***
Prerequisite: CJ 150 and ENG 151
This course offers an interdisciplinary perspective of crime and criminal behavior in relations to the criminal justice system. Theoretical approaches to explaining crime, criminal statistics, and typologies will be assessed, and the influence of crime theory on public policy will be explored. ***(Note: 3 lecture credits)***

CJ 220 Survey of Law (3)
Prerequisite: CJ 150 and ENG 151
This course presents the philosophical, historical and cultural role of law as it exists in a complex and modern society. Emphasis is on civil law and its relation to legislative, judicial and administrative agencies. The areas covered are judicial remedies, contracts, torts, property laws, administrative law, employment laws, anti-trust laws, and alternative dispute resolution. This course will strengthen the participants' powers of legal reasoning and analysis. ***(Note: 3 lecture credits)***

CJ 225 Victimology
Prerequisite: CJ 150, SOC 150, and ENG 151
This course focuses on the victim's rights, treatment of victims by the criminal justice system and social services agencies, and how society views them. Students will use theories to examine the contributing factors to victimization and its relationship to society. ***(Note: 3 lecture credits)***

CJ 230 Criminal Justice Administrations and Organization (3)
Prerequisite: CJ 150 and ENG 151
The study of Criminal Justice administration and organization, nature, function, and processes among the criminal justice agencies. The course covers an overview of principles of organization and management, and specific aspects of organization--communications, leadership, personnel, budgeting, planning, information management and more. ***(Note: 3 lecture credits)***

CJ 235 Cyber Crime
Prerequisite: CJ 150 or CJ 175 and ENG 151

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

CJ 240 Police Community Relations (3)
Prerequisite: CJ 150 and ENG 151
This course covers the interrelationships and role expectation between the police department, various government agencies, the private sector, and the community in regards to cooperation among these entities and the police. ***(Note: 3 lecture credits)***

CJ 260 Ethics in Criminal Justice
Prerequisite: CJ 150
This course focuses on ethics as an element of leadership and professionalism in different agencies in the criminal justice system. Students use social trends and political challenges to analyze and address ethical and social justice that impacts the code of ethics in criminal justice. ***(Note: 3 lecture credits)***

FINE ARTS DEPARTMENT

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

Community Advisory Council:
HC Pulefaasisina Tuiasosopo, Arts and Culture Specialist; Rev. Iasepi Uli, Performance Literature;
Mr. Pati Pati, Choral Music; Mr. Tavita Lemisio, Instrumental Ensemble; Mr. Uilisone Fitiao,Visual Arts.

Chairperson and Faculty:
Mr. Kuki Tuiasosopo, Chairperson/Drama Instructor; Regina Meredith, Visual Arts Instructor; Poe Mageo, Music Instructor; Loretta Puaauli, Music Instructor.

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

ASSOCIATE OF ARTS DEGREE WITH AN EMPHASIS IN MUSIC

Pre-Req	**GENERAL EDUCATION REQUIREMENTS:**		
	Communication		
	ENG 150	Introduction to Literature	**3**
	ENG 151	Freshman Composition	**3**
	SPH 153	Introduction to Speech	**3**
	Information and Technology Literacy		
	ICT 150	Introduction to Computers	**3**
	Critical Thinking		
	MAT 151	Intermediate Algebra	**3**

ENG 150	PHSCI 150/150L	Physical Science/Physical Science Lab	**4**
	Global Awareness and Cultural Competence		
ENG 151	HIS 150	American History I ***OR***	
ENG 151	HIS 151	American History II	
ENG 151	HIS 170	World Civilization I ***OR***	**6**
ENG 151	HIS 171	World Civilization II	
ENG 151	HIS 162	Pacific History	
	Personal Development and Responsibility		
ENG 151	PSY 150	Introduction to Psychology	**3**
	HEA 150	Introduction to Health Science	
		TOTAL GE CREDITS	**28**

CORE FOUNDATIONAL AREA REQUIREMENTS		
ARTS (Select one 3 credit course)	MUS 170, MUS 180 *(Some MUS course may be repeated 3 to earn a maximum of 3 credits).*	**3**
HUMANITIES (Select one 3 credit course)		
COMPUTER SCIENCE		
ENGLISH	ENG 251	**3**
HISTORY (Selection is based on Global Awareness & Cultural Competence—Select one 3 credit course)	**HIS 171**	**3**
MATHEMATICS (Select a 4 or 5 credit course)	MAT 250	**4**
PHYSICAL EDUCATION	Select one 1 credit course from any Physical Education Course	**1**
SAMOAN AND PACIFIC STUDIES (Select one 3 or 4 credit course)	Cluster II: Samoan Language SAM 101A or SAM 101B or SAM 111 or SAM 151/151L, SAM 154	**3-4**
SCIENCE (Select one 4 credit course)	Cluster I: Life Science: BIO 150/150L, BIO 155/155L, BIO 180/180L, or MSC 170/170L	**4**
SOCIAL SCIENCE (Select one 3 credit course from one of the three clusters)	Cultural Courses: ANT 150, ANT 153, ANT 154, GEO 160 Political Courses: PAD 150, POL 150, POL 160, POL 170 Social and Behavioral Courses: **PSY 150,** PSY 250, SOC 150	**3**
	TOTAL CORE CREDITS	**24-25**

Pre-Req	**CO-FOUNDATIONAL AREA REQUIREMENTS**		
	MUS 150	Music Fundamentals	3
	MUS 160	Music Literature	3
	MUS 165	Music of the World	3
	MUS 170	Concert Choir	
	MUS 180	Band	
	MUS 181	Samoan String Band Ensemble	3
	MUS 187	Beginning Orchestra	
		Choose 1 course: May be repeated to earn a maximum of 3 credits.	
TOTAL CO-FOUNDATIONAL CREDITS			**12**

ASSOCIATE OF ARTS DEGREE WITH AN EMPHASIS IN MUSIC	
General Education Requirements	**28**
Core Foundational Requirements	**24-25**
Co-Foundational Area Requirements	**12**
TOTAL CREDITS	**64-65**

ASSOCIATE OF ARTS DEGREE WITH AN EMPHASISIN VISUAL ART

Pre-Req	**GENERAL EDUCATION REQUIREMENTS:**		
	Communication		
	ENG 150	Introduction to Literature	**3**
	ENG 151	Freshman Composition	**3**
	SPH 153	Introduction to Speech	**3**
	Information and Technology Literacy		
	ICT 150	Introduction to Computers	**3**
	Critical Thinking		
	MAT 151	Intermediate Algebra	**3**
ENG 150	PHSCI 150/150L	Physical Science/Physical Science Lab	**4**
	Global Awareness and Cultural Competence		
ENG 151	HIS 150	American History I ***OR***	
ENG 151	HIS 151	American History II	
ENG 151	HIS 170	World Civilization I ***OR***	**6**
ENG 151	HIS 171	World Civilization II	
ENG 151	HIS 162	Pacific History	
	Personal Development and Responsibility		
ENG 151	PSY 150	Introduction to Psychology	**3**
	HEA 150	Introduction to Health Science	
		TOTAL GE CREDITS	**28**

CORE FOUNDATIONAL AREA REQUIREMENTS		
ARTS (Select one 3 credit course)	ART 160	**3**
ENGLISH	ENG 251	**3**
HISTORY (Selection is based on Global Awareness & Cultural Competence—Select one 3 credit course)	**HIS 150, or HIS 151, or HIS 170, or HIS 171**	**3**
MATHEMATICS (Select a 4 or 5 credit course)	MAT 250	**4**
PHYSICAL EDUCATION	Select one 1 credit course from any Physical Education Course or **HEA 150**	**1**
SAMOAN AND PACIFIC STUDIES (Select one 3 or 4 credit course)	Cluster II: Samoan Language SAM 101A or SAM 101B or SAM 111 or SAM 151/151L, SAM 154	**3-4**
SCIENCE (Select one 4 credit course)	Cluster I: Life Science: BIO 150/150L, BIO 155/155L, BIO 180/180L, or MSC 170/170L	**4**
SOCIAL SCIENCE (Select one 3 credit course from one of the three clusters)	Cultural Courses: ANT 150, ANT 153, ANT 154, GEO 160 Political Courses: PAD 150, POL 150, POL 160, POL 170 Social and Behavioral Courses: **PSY 150,** PSY 250, SOC 150	**3**
	TOTAL CORE CREDITS	**24-25**

Pre-Req	**CO-FOUNDATIONAL AREA REQUIREMENTS**		
	Select one -3 Credit course from Cluster 1 and complete all courses in Cluster 2.		
	Cluster 1: (3-Credits)		
	ART 165	Basic Photography	3
	ART 172	Painting I	3
	ART 180	Ceramic Sculptures	3
	ART 299	Advanced Art Studies & Project	3
	Cluster 2:(9-Credits)		
	ART 150 **OR**	Art survey History I **OR**	
	ART 151	Art Survey History II	3
	ART 170	Drawing I	3
	ART 172	Painting II	3

TOTAL CO-FOUNDATIONAL CREDITS	12

ASOOCIATE OF ARTS DEGREE WITH AN EMPHASIS IN VISUAL ART	
General Education Requirements	28
Core Foundational Requirements	24-25
Co-Foundational Area Requirements	12
TOTAL CREDITS	**64-65**

Fine Arts Department Course Descriptions:

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

ART 151 Art History Survey II (3)
Prerequisite: ENG 150,
ART 151 is a lecture course, which focuses on the Art world during the periods beginning with Proto-Renaissance, and continues through Post-Modernism. Students are presented with some of the most influential artworks by artists who helped to pioneer in the art field and make a difference in the visual field that we are still indebted to them for today. The lectures are presented with slides and select films. ***(Note: 3 lecture credits)***

ART 160 Design Fundamentals (3)
ART 160 is an introductory studio course that covers the Elements and Principles in Art. Students are tested on the basic concepts of these rudiments and are required to create different works of art that exemplify them. ***(Note: 1.5 lecture credits, 1.5 studio credits)***

ART 161 Indigenous Art Forms (3)
ART 161 is a studio course that introduces the art forms of Samoa and the Pacific. The art forms include woodcarving, Siapo (Bark Cloth Painting), weaving, pottery, and the tattoo. Local master craftsmen share in their expertise with students and an art project is required for each art form. Students are required to develop a book of notes that reflect the different art forms, and exhibit choice works in the annual art exhibition. ***(Note: 1.5 lecture credits, 1.5 studio credits)***

ART 165 Basic Photography (3)
Prerequisite: ENG 150
ART 165 is a studio course, which introduces the student to the world of photography using black and white film and digital capabilities. The handling of different cameras, darkroom procedures, and fieldwork are all covered in this course. Students are required to spend studio time to complete the requirements, which include darkroom work, and developing a portfolio of prints that exemplify their endeavors. Students are required to showcase their works in the annual exhibition. ***(Note: 1.5 lecture credits, 1.5 studio credits)***

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

ART 171 Drawing II (3)
Prerequisite: ART 170
ART 171 is a studio course that focuses on strengthening the student's visual acuity by drawing from the figure. The study of the anatomy is emphasized and a model is available for study. Students are required to produce illusions of space and volume on a two-dimensional surface while creating figurative drawings. The student will be expected to present a final series of works and showcase in the annual exhibition. A total of six (6) hours of study is required for this course. ***(Note: 1.5 lecture credits, 1.5 studio credits)***

ART 172 Painting I (3)

Prerequisite: ART 170 or ART 160
ART 172 is a studio course that introduces the student to the world of painting using watercolor, acrylic, and mixed media. How to use the different mediums, prepare different surfaces, use different brushes, and achieve interesting effects are covered in this course. Students are required to compose a select number of paintings, study and research suggested masters, and compile a portfolio of works. Each student is also required to devote studio time to painting that covers required six (6) hours of this 3 credit course. The annual exhibition is mandatory. ***(Note: 1.5 lecture credits, 1.5 studio credits)***

ART 180 Ceramic Sculptures (3)
Prerequisite: ART 160, ART 170
ART 180 is a studio course that introduces the student to the world of clay. Different methods of clay building are introduced as well as glazing and kiln firing. Students are expected to apply a total of six hours of study to the art form. ***(Note: 1.5 lecture credits, 1.5 studio credits)***

ART 299 Advanced Art Studies & Project (3)
Prerequisite: ART 160 & ART 170
This course is designed exclusively for the advanced art student ready to create an independent body of works including scheduled critiques and possible exhibition. ***(Note: 3 lecture credits)***

DNC 150 Basic Dance Movements (3)
This course introduces beginning dance concepts to students who may have little or no prior training. Emphasis is placed on body alignment and movement. Students will learn basic dance vocabulary, develop musicality and understand time, space, weight and energy as it relates to dance. Dance repertoire and style is drawn from western dances and indigenous dances. Additionally, this course serves as a foundation for stage movement, sports and physical training, and other advanced dance classes. ***(Note: 3 lecture credits)***

DRA 150 Introduction to Drama (3)
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. ***(Note: 3 lecture credits)***

DRA 151 Drama Workshop (3)
This course focuses on developing a public theatrical performance. Students will participate in all aspects of the playmaking process. ***(Note: 3 lecture credits)***

DRA 170 Oral Interpretation of Literature (3)
Prerequisite: ENG 150
The course examines the principles of interpretive reading. Textual analysis, training in individual and group performance techniques, including voice and articulation are studied, as well as development, arrangement and performance of program. ***(Note: 3 lecture credits)***

DRA 250 Acting One (3)
Prerequisite: DRA 150
An intensive introduction to acting concentrating on character development and improvisation. Acting skills are learned through various exercises and scene study. The class also focuses on improving the voice, stage movement and characterization. ***(Note: 3 lecture credits)***

DRA 251 Introduction to Technical Theatre (3)
Prerequisite: DRA 150
This course introduces the student to the basic principles of scene design and construction, lighting and sound. Specific attention will focus on script analysis as it relates to the design process. ***(Note: 3 lecture credits)***

MUS 150 Music Fundamentals (3)
Music Fundamentals is designed to introduce basic concepts in the organization of music as an expressive medium. The primary focus of the course is to introduce students with little or no musical background to the notation of musical ideas both in reading and writing music. The elements of music including rhythm, melody, meter, pitch, form and expression will be explored through singing, playing classroom instruments, listening, and composition. The roles of the composer, performer, and listener are explored. ***(Note: 3 lecture credits)***

MUS 160 Music Literatures (3)

This course offers a survey of the masterpieces of classical music in sound, including elements, style, history and forms from 1300 to the present. Emphasis placed on appreciating and understanding music as art. ***(Note: 3 lecture credits)***

MUS 165 Music of the World (3)
Students will engage in a comprehensive survey of the traditional and popular music of the world's cultures. Special emphasis placed on understanding the relationships among music, politics, religion and culture. ***(Note: 3 lecture credits)***

MUS 170 Concert Choir (1)
A large singing organization open to all students, the choir will work on voice development and note reading and will perform music from various periods. Concert participation is required. ***(Note: 1 lecture credit; May be repeated for a maximum of three (3) credits.)***

MUS 180 Band (1)
This course is an opportunity for the student who already has proficiency on a band instrument to participate in a large performing group. Music from various style periods is performed with emphasis on note reading, tone development, and musicianship. Concert participation is required. ***(Note: 1 lecture credit; May be repeated for a maximum of three (3) credits.)***

MUS 181 Samoan String Band Ensemble (1)
This course is available to students through audition. It emphasizes Samoan string band performances, particularly the ukulele, kitara (guitar), and selo (cello) as well as singing accompanied by these musical instruments. ***(Note: 1 lecture credit; May be repeated for a maximum of three (3) credits.)***

MUS 187 Beginning Orchestra (1)
An introduction to the string instruments of the orchestra. Students will learn music from all style periods and will perform in concert. Emphasis placed on technique, instrument care, note reading, and tone production. ***(Note: 1 lecture credit; May be repeated for a maximum of three (3) credits.)***

SPH 153 Introduction to Speech (3)
The techniques of organizing and delivering a wide variety of speeches. Major course work consists of reading about speech, wording, preparation and presentation of student speeches. ***(Note: 3 lecture credits)***

HEALTH AND HUMAN SERVICES DEPARTMENT

Mission:
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 with an emphasis in Human Services, or a Certificate of Proficiency in Guidance and Counseling, or a Certificate of Proficiency in Public Health are able to:

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

Community Advisory Council:
Dr. Jean Asuega, AS-VA; Dr. Robin Faumuina, AS-VA; and Ms. Ipuniuecea Eliapo, DOH.

Chairperson and Faculty:
Dr. Daniel Chang, Chairperson; Derek Helsham, Faculty.

Program Learning Outcomes for Human Services:
1. Demonstrate basic entry-level skills required for a variety of Human Services careers (communication, reporting, interagency consultation, etc.)

2. Apply theory, ethics, and laws to the professional practices of local and national Human Service agencies.
3. Identify human development at all stages and aspects of life and the respective practices that apply to individuals and groups.
4. Analyze how cultural, societal, and environmental impacts affect human relationships and Human Services.
5. Evaluate various local and national Human Service agencies in meeting the needs of the population served.

Program Learning Outcomes for Health Science:

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

ASSOCIATE OF ARTS DEGREE
WITH AN EMPHASIS IN HUMAN SERVICES

Program Statement:
The program provides courses to students who are interested in pursuing a career in the field of Human Services. Students are oriented into the Human Service fields, which address community, social, political, and economic issues. An overview of theoretical and historical perspectives of Human Services provides a basis for the application of fundamental helping skills and a broad understanding of local and national services and programs.

Pre-Req	**GENERAL EDUCATION REQUIREMENTS:**			
	Communication			
	ENG 150	Introduction to Literature		**3**
	ENG 151	Freshman Composition		**3**
	SPH 153	Introduction to Speech		**3**
	Information and Technology Literacy			
	ICT 150	Introduction to Computers		**3**
	Critical Thinking			
	MAT 151	Intermediate Algebra		**3**
ENG 150	PHSCI 150/150L	Physical Science/Physical Science Lab		**4**
	Global Awareness and Cultural Competence			
ENG 151	HIS 150	American History I	***OR***	
ENG 151	HIS 151	American History II		
ENG 151	HIS 170	World Civilization I	***OR***	**6**
ENG 151	HIS 171	World Civilization II		
ENG 151	HIS 162	Pacific History		
	Personal Development and Responsibility			
ENG 151	PSY 150	Introduction to Psychology		**3**
	HEA 150	Introduction to Health Science		
			TOTAL GE CREDITS	**28**

CORE FOUNDATIONAL AREA REQUIREMENTS		
ARTS (Select one 3 credit course) **HUMANITIES** (Select one 3 credit course)	PHIL 150, REL 150,	**3**
COMPUTER SCIENCE **ENGLISH**	ENG 251	**3**
HISTORY (Selection is based on Global Awareness & Cultural Competence—Select one 3 credit course)	**HIS 151, HIS 171**	**3**
MATHEMATICS (Select a 4 or 5 credit course)	MAT 250	**4-5**
PHYSICAL EDUCATION	Select one 1 credit course from any Physical Education Course	**1**
SAMOAN AND PACIFIC STUDIES (Select one 3 or 4 credit course)	Cluster II: Samoan Language SAM 101A or SAM 101B or SAM 111 or SAM 151/151L, SAM 154	**3-4**
SCIENCE (Select one 4 credit course)	BIO 150/150L, BIO 180/180L,	**4**
SOCIAL SCIENCE (Select one 3 credit course from one of the three clusters)	Social and Behavioral Courses: PSY 250	**3**
	TOTAL CORE CREDITS	**24-26**

CO-FOUNDATIONAL REQUIREMENTS: (*Select 8-9 credits from one of the following clusters)*			
Pre-Req	***Cluster I: General Services***		
	HSV 150	Introduction to Human Services	3
	HSV 160	Psychological and Achievement Testing	3
	HSV 165	Career Development and Information Services	3
	HSV 299	Human Services Practicum	2
	Cluster II: Counseling Services		
	HSV 150	Introduction to Human Services	3
	HSV 155	Introduction to Counseling and Guidance	3
HSV 155, PSY 150	HSV 200	General Counseling	3
HSV 155, PSY 150	HSV 220	Multicultural Guidance and Counseling	3
HEA 150, PSY 150	HSV 250	Survey of Substance Abuse Problems	3
		TOTAL CORE CREDITS	**8-9**

ASSOCIATE OF ARTS DEGREE WITH AN EMPHASIS IN HUMAN SERVICES	
General Education Requirements	28
Core Foundational Requirements	24-26
Co-Foundational Area Requirements	8-9
TOTAL CREDITS	**60-63**

ASSOCIATE OF SCIENCE DEGREE IN HEALTH SCIENCE

Program Statement:
An Associate of Science Degree in Health Science is a general degree program which prepares students for a health-related career. The curriculum includes broad-based general education courses, which allow students to continue studies in a specialized allied health area or a bachelor degree program. The health science program also prepares students with knowledge and skills to obtain immediate job entry into the local employment force as medical support staff or a community health worker.

Pre-Req	**GENERAL EDUCATION REQUIREMENTS:**		
	Communication		
	ENG 150	Introduction to Literature	**3**
	ENG 151	Freshman Composition	**3**
	SPH 153	Introduction to Speech	**3**
	Information and Technology Literacy		
	ICT 150	Introduction to Computers	**3**

	Critical Thinking			
	MAT 151	Intermediate Algebra		**3**
ENG 150	PHSCI 150/150L	Physical Science/Physical Science Lab		**4**
	Global Awareness and Cultural Competence			
ENG 151	HIS 150	American History I	***OR***	
ENG 151	HIS 151	American History II		
ENG 151	HIS 170	World Civilization I	***OR***	**6**
ENG 151	HIS 171	World Civilization II		
ENG 151	HIS 162	Pacific History		
	Personal Development and Responsibility			
ENG 151	PSY 150	Introduction to Psychology		**3**
	HEA 150	Introduction to Health Science		
			TOTAL GE CREDITS	**28**

Pre-Req	**CO-FOUNDATIONAL AREA REQUIREMENTS**		
	HEA 140	Introduction to Health Occupations	3
	HEA 150	Introduction to Health Science	3
HEA 150	HEA 151	Medical Terminology	3
	HEA 152	First Aid and CPR	1
	HEA 299	Health Science Practicum	2
		TOTAL CO-FOUNDATIONAL CREDITS	***12***

Pre-Req	**PROGRAM REQUIREMENTS**		
ENG 150	BIO 180/180L	Biology I	4
	BIO 181/181L	Biology II	4
BIO 180/180L	BIO 250/250L	Anatomy & Physiology	4
ENG 150, MAT 151	CHM 150/150L	Chemistry I	4
		TOTAL OF PROGRAM REQUIREMENTS CREDITS	**16**

Pre-Req	**PROGRAM REQUIREMENTS OPTIONS***(Choose 6-8 credits)*		
	ASL 150	American Sign Language I	4
BIO 250/250L	BIO 251/251L	Anatomy and Physiology II	4
BIO 180/180L	BIO 255/255L	Microbiology	4
CHM 150/150L	CHM 151/151L	Chemistry II	4
HEA 150, PSY 150	HSV 250	Survey of Substance Abuse Problems	3
	NUT 150	Nutrition	3
BIO 251/251L, MAT 151	PHM 200	General Pharmacology	4
HEA 150 ***or*** *HSV 150*	HEA 250	Introductions to Development Disabilities	3
		TOTAL PROGRAM REQUIREMENT OPTIONS CREDITS	**6-8**

ASSOCIATE OF SCIENCE DEGREE IN HEALTH SCINECE	
General Education Requirements	28
Co-Foundational Requirements	12
Program Requirements	16
Program Requirements Options	6-8
TOTAL CREDITS	**62-64**

CERTIFICATE OF PROFICIENCY IN PUBLIC HEALTH

Pre-Req	**GENERAL EDUCATION REQUIREMENTS:**		
	Communication		
	ENG 150	Introduction to Literature	**3**
	Information and Technology Literacy		
	ICT 150	Introduction to Computers	**3**

		TOTAL GED CREDITS	**6**
Pre-Req	**CO-FOUNDATIONAL AREA REQUIREMENTS**		
	PH 100	Community Health Education	3
	PH 101	Dental Health	2
	PH 102	Essential Public health, Functions and Primary Health Care	3
	PH 103	Introduction to Information Systems for Health Managers	3
	HEA 299	Health Practicum/Work Experiences	2
	HEA 150	Introduction to Health Science	3
	HEA 152	Standard First Aid and CPR	1
		TOTAL CO-FOUNDATIONAL CREDITS	**17**
Pre-Req	**PROGRAM REQUIREMENTS**		
	PED 150M or PED 150W	Basketball (Or any Physical Education Course)	1
	NUT 150	Nutrition	3
	MAT 150	Survey of Mathematics (Or Higher)	3-5
		TOTAL PROGRAM REQUIREMENT CREDITS:	**7-9**

CERTIFICATE OF COMPLETION IN PUBLIC HEALTH	
General Education Requirements	6
Co-Foundational Requirements	17
Program Requirements	7-9
TOTAL CREDITS	**30-32**

Health and Human Services Department Course Descriptions:

ASL 150 American Sign Language I (4)
This course will introduce the student to the expressive and receptive practices in American Sign Language (ASL), the preferred communication mode used by the American Deaf Community & Culture. The course will also address the cultural values and beliefs of this unique community. ***(Note: 4 lecture credits)***

HEA 140 Introduction to Health Occupations (3)
This course will provide the beginning student who is interested in health occupations with the basic entry-level knowledge and skills required for a variety of health careers. ***(Note: 3 lecture credits)***

HEA 150 Introduction to Health Science (3)
This course will provide knowledge about general health and health care services available to the individual, by presenting core concepts regarding scientifically based, accurate, up-to-date information to students about topics and issues concerning nutrition, weight control, contraception, exercise, intimate relationships, stress, AIDS, drugs, alcohol, and a multitude of other health issues. ***(Note: 3 lecture credits)***

HEA 151 Medical Terminology (3)
Prerequisite: HEA 150
Medical terminology introduces the student to a special vocabulary used by health care professionals. This course will assist students learning certain methods that will enable them to remember familiar terms and understand new ones. These methods involve breaking each word into component parts, learning the meaning of these parts, and recognizing them when they appear in different terms. ***(Note: 3 lecture credits)***

HEA 152 Standard First Aid and CPR (1)
This course will provide the student with basic life support skills needed for adults and children during life threatening emergency situations. The student will participate and adequately demonstrate these emergency life support skills design to increase their knowledge needed in order to receive an American Red Cross or American Heart Association certificate in CPR and Basic First Aid. ***(Note: 1 lecture credit)***

HEA 250 Introduction to Developmental Disabilities (3)
Prerequisite: HEA 150 or HSV 150

This course will introduce students to historical attitudes, laws, and current definitions of developmental disability; recommended practices for care-givers, supporting families; and information about specific disabilities, including autism, cerebral palsy, spinal bifada, and others. ***(Note: 3 lecture credits)***

HEA 299 Health Science Practicum/Work Experiences (2)
This is a practicum/work experience course with LBJ hospital in the areas of medical support services (e.g. laboratory, respiratory, physical therapy, x-ray technician, etc.); where the student will be placed according to their career interest. There will be supervised work, training, and shared experiences with weekly seminar discussion sessions. This course must be taken during the last semester of the Health Science Program. ***(Note: 2 lab credits)***

HSV 150 Introduction to Human Services (3)
This course will provide the student with a general introduction to the field of human services and is designed for introductory college courses in human services, social work, community mental health, and other related programs. ***(Note: 3 lecture credits)***

HSV 155 Introduction to Counseling and Guidance (3)
This course provides an overview of the guidance and counseling profession through a presentation of the history and background of the basic theories of counseling and the foundation of counseling and guidance programs from traditional to current times. The course includes the role and function of the counselor in the schools, community and agency settings and various techniques, issues and trends of the counseling profession. ***(Note: 3 lecture credits)***

HSV 160 Psychological and Achievement Testing (3)
This course is designed to acquaint students with the theory, ethics, practices, implementation and interpretation of psychological and achievement tests. The focus of the course is on the ways in which tests are constructed and standardized, validated and interpreted. A review of typical tests of ability, aptitude, achievement, personality and interests are included. ***(Note: 3 lecture credits)***

HSV 165 Career Development and Information Systems (3)
This course provides a survey and analysis of career development throughout the lifespan, a review of current legislation in relation to the workforce, career programs and research methodology. Students are given the opportunities to explore career assessments and information services and resources available on-line and on-island. The focus is on building the awareness of skills necessary to facilitate career assessment and assistance in career decision-making and job seeking activities. ***(Note: 3 lecture credits)***

HSV 200 General Counseling I (3)
Prerequisites: HSV 155, PSY 150
This course is designed to expand the understanding of counseling by examining guidance principles, concepts, values, and their application. Also, the course will be addressing the major impact cultural beliefs and values have on effectively helping others. ***(Note: 3 lecture credits)***

HSV 220 Multicultural Guidance and Counseling (3)
Prerequisites: HSV 155, PSY 150
This course provides the student with an understanding of the philosophical and theoretical approaches to multicultural counseling and multicultural interactions. The course content includes an awareness of multicultural issues, an understanding of multicultural education and the skills to accommodate the needs of diverse populations. ***(Note: 3 lecture credits)***

HSV 250 Survey of Substance Abuse Problems (3)
Prerequisites: HEA 150, PSY 150
This course is designed to increase understanding of substance use and abuse. The course includes historical and social perceptions of substance use, patterns and trends of use, societal and legal responses to drugs and alcohol, description of psychoactive drugs in terms of effects and actions, new ways of considering the etiology, and methods of prevention, intervention, and treatment. ***(Note: 3 lecture credits)***

HSV 299 Human Services Practicum/Work Experience (2)
This is a practicum/work experience course with human services agencies in the areas of counseling, social work and human relations; where the student will be placed according to his/her career interest. There will be supervised work, training, and shared experiences with weekly seminar discussion sessions. This course must be taken during the last semester of the Human Services Program. ***(Note: 2 lab credits)***

PH 100 Community Health Education (3)
This course enables students to develop an ideological base for non-formal education practice in health care settings and among the community. It discusses the motivation of learning in adults and various principles of teaching arising from community analysis. Students will be introduced to a wide range of basic Public Health terminology and form a basic understanding of disease suitable for use in non-formal education which will help them develop health education skills. Public Health family and behavioral health topics will be used to develop training programs to support community health. ***(Note: 3 lecture credits)***

PH 101 Dental Health (2)
This course develops an understanding of dental disease and the simple measures that can be implemented by health workers to prevent most dental problems. Designed for both Community Health Workers (CHWs) and Health Assistants (HA). ***(Note: 2 lecture credits)***

PH 102 Essential Public Health Functions and Primary Health Care (3)
In this introductory course, students will first define Public Health before exploring the different concepts of Health. They will learn different concepts to include: Measuring Population Health, Understanding the Public Health System, Laws and the Government in relation to Public Health, Latest Practices of Public Health, Public Health Emergency Preparedness and Response; understanding the Workforce, the Administration, the Environmental and Occupational Health and its role in Public Health, PH Nursing, Epidemiology and Disease Control, PH Education and Information and Future Challenges in Public Health Practices. This course also enhances students' perception on the fundamental role of PHC in improving the health of people in the Pacific communities and in reducing health inequalities between different groups. Emphasis is given in understanding the basics of the Department of Public Health's role in preventative care. This course places emphasis on learning each subdivision's role in the overall Department of Health efforts to improve a Country's or Territory's well-being and health. ***(Note: 3 lecture credits)***

PH 103 Introduction to Informational Systems for Health Managers (3)
This course underscores the methodological importance of accurate, relevant, timely and complete data for effective and evidence-based decision-making by Health Managers. A wide range of data sets, from traditional morbidity/mortality data through data on services utilization and resource monitoring, are presented and analyzed. Elements of data display are introduced. Epidemiology provides the basis for surveillance, planning and generation of health information systems which are important components of health care. The course will discuss the epidemiological concepts of health and measures of health, and introduces screening, epidemics evaluation and study designs. ***(Note: 3 lecture credits)***

NURSING DEPARTMENT

Mission:
The mission of the Nursing Department is to prepare and perpetuate knowledgeable and caring nurses who are aware of and sensitive to the health needs of the diverse culture, and the growing number of complex diseases and disorders, in order to care for clients in a variety of health care settings.

The department offers programs that will qualify the graduate of the Nurse Aide Training Program to take the National Nurse Aide Assessment Program Examination (NNAAP) for certification, and the National Council for Licensure Examination (NCLEX-PN) for the Licensed Practical Nurse (LPN), and Registered Nurse (NCLEX-RN) that will provide the foundation for a Bachelor of Science in Nursing (BSN).

Successful completion of these Registry Examinations enables the nurse aide and/or nurses to practice at beginning level positions in the United States accredited hospitals and Public Health agencies within American Samoa, as well as other U.S. territories.

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

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

Sonny Leomiti 7/21/2016 12:41 PM

Moved up [4]: Program Admission Requirements:
The Nurse Aide (NA), Practical Nursing (PN) and Registered Nursing (ADN) Programs have special pre-requisites and admission requirements. Further information and application requirements can be obtained from the Nursing Department. Completed applications for the NA, PN, and RN programs are accepted from April 1 to May 15 for fall semester admission or as announced. Applicants are responsible for submitting official college transcripts directly to the Registrar's and Admission Offices from the college(s) attended.

Each application will be reviewed prior to an interviewing process by the Nursing Program Advisory Committee. Notification of the scheduled interviewing date will be sent by mail, email, or by telephone. Applicants will be notified of acceptance or non-acceptance to the program within one week of their interview.

Applicants are required to submit the following with their application:
Official transcript from the college(s) attended
Clearance from LBJ Business Office.
Criminal background check from the Department of Public Safety.

Upon acceptance to the Nursing Program, the student is required to submit the following on the day of registration:
Complete physical examination from the Department of Health.
Tuberculosis (TB) Clearance from Department of Health.
Urine drug screening from LBJ Laboratory

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Community Advisory Council:
Margaret Sesepasara, DPH; Simamao Tuatoo, LBJ; Dottie Siavi'i, DOH; Tofiga Tufele, American Samoa Nurses Association; Dr. Daniel Chang, ASCC; Dr. Emilia Lei, ASCC; Sailitafa Samoa, ASCC-AHEC; Leua Aiono Frost, Community Representative.

Chairperson and Faculty:
Chairperson: Lele Ah Mu; Ann Longnecker, Faculty.

Program Learning Outcomes:
Upon completion of the selected nursing program, the graduate will be able to perform some or all of the following outcomes depending on successfully achieving their national nursing license (RN, LPN) or certification (CNA).

1. Communication: Demonstrates and utilizes basic communication and writing skills to effectively facilitate understanding between patients, clients, family, significant others, and members of the healthcare personnel; utilizes technology to provide legal documentation of the patient care plan, complete care provided and medications administered; utilizes teaching methods appropriate to various ages.
2. Professional and Clinical Ethics: Practices within the profession's ethical and legal framework and is accountable for own nursing practice, behaviors, and care delegated; functions within the legal parameters and ethical practices that influence patient's responses to illness in a variety of health care environments.
3. Collaboration and Teamwork: Develops an awareness of cultural and ethnic factors to enable active participation in collaborating and contributing to the patient's plan of care by providing safe, basic nursing care of patients in various health care settings.
4. Critical Thinking and Process of Health Care: Utilizes the nursing process in the care of clients with needs resulting from altered states of wellness, by applying nursing knowledge and skills to provide basic and technical nursing care; promotes safe nursing practices and critical thinking skills in the care of clients;, and provides safe and competent nursing care based on the facts and principles of biological, psychological, sociological, cultural and spiritual functioning.
5. Leadership, Accountability, and Responsibility: Demonstrates sound leadership principles based on planning, managing, and delivering health care in interdisciplinary teams, including delegation and supervision of nursing care being delivered by others; takes responsibility and accountable for own learning, and for participation in community and professional activities; understands the levels of authority and responsibility, uses basic leadership skills to delegate nursing care tasks, and function as a member of the health care team under the supervision of the Licensed Practical Nurse (LPN), Registered Nurse (RN), or Medical Doctor/Medical Officer (MD/MO).

ASSOCIATE OF SCINECE DEGREE IN NURSING

Pre-Req	**GENERAL EDUCATION REQUIREMENTS:**		
	Communication		
	ENG 150	Introduction to Literature	**3**
	ENG 151	Freshman Composition	**3**
	SPH 153	Introduction to Speech	**3**
	Information and Technology Literacy		
	ICT 150	Introduction to Computers	**3**
	Critical Thinking		
	MAT 151	Intermediate Algebra	**3**

ENG 150	PHSCI 150/150L	Physical Science/Physical Science Lab		**4**
	Global Awareness and Cultural Competence			
ENG 151	HIS 150	American History I	***OR***	
ENG 151	HIS 151	American History II		
ENG 151	HIS 170	World Civilization I	***OR***	**6**
ENG 151	HIS 171	World Civilization II		
ENG 151	HIS 162	Pacific History		
	Personal Development and Responsibility			
ENG 151	PSY 150	Introduction to Psychology		**3**
	HEA 150	Introduction to Health Science		
			TOTAL GE CREDITS	**28**

Pre-Req	**CO-FOUNDATIONAL AREA REQUIREMENTS**		
NUR 100/100 L or equivalent for direct-entry students or LPN, BIO 250/250L, HEA 151, NUT 150, PSY 250	NUR 201/201L	Nursing Transition	6
NUR 206, NUR 207/207L	NUR 203/203L	Maternal Newborn	6
NUR 206, NUR 207/207L	NUR 204/204 L	Nursing of Children	6
BIO 251/251L	NUR 205/205 L	Adult Health I	7
NUR 201/201L, NUR 205/205L	NUR 206	Issues and Trends in Nursing	2
BIO 255/255L, NUR 201/201L, NUR 205/205L	NUR 207/207 L	Adult Health II	8
NUR 203/203L, NUR 204/204L	NUR 208/208 L	Mental Health/Psychiatric Nursing	6
NUR 203/203L, NUR 204/204L	NUR 211/211 L	Community Health Nursing	6
BIO 251/251L, MAT 151	PHM 200	General Pharmacology	4
		TOTAL CO-FOUNDATIONAL CREDITS	**51**

ASSOCIATE OF SCIENCE DEGREE IN NURSING	
General Education Requirements	28
Co-Foundational Area Requirements	51
TOTAL CREDITS	**79**

CERTIFICATE OF PROFICIENCY IN PRACTICAL NURSING

Pre-Req	**GENERAL EDUCATION REQUIREMENTS:**		
	Communication		
	ENG 150	Introduction to Literature	**3**
	ENG 151	Freshman Composition	**3**
	Critical Thinking		
	MAT 151	Intermediate Algebra	**3**
	Personal Development and Responsibility		
ENG 151	PSY 150	Introduction to Psychology	**3**
		TOTAL GE CREDITS	**12**

Pre-Req	**CO-FOUNDATIONAL AREA REQUIREMENTS**		
NUR 100/100L or equivalent, BIO 250/250L, HEA 151, NUT150, PSY 250	NUR 150/150 L	Fundamentals of Nursing	7
NUR 100	NUR 155	Nursing Perspectives	2
NUR 150/150L, NUR 155	NUR 180/180 L	Introduction to Adult Health I	16
NUR 180/180L	NUR 190/190 L	Family/Child Nursing	8
BIO 180/180L, MAT 151	PHM 150		3
		TOTAL CO-FOUNDATIONAL CREDITS	**36**

CERTIFICATE OF PROFICIENCY IN

PRACTICAL NURSING	
General Education Requirements	12
Co-Foundational Area Requirements	36
TOTAL CREDITS	**48**

CERTIFICATE OF COMPLETION IN NURSE AIDE

Pre-Req	PROGRAM REQUIREMENTS		
	ENG 90	Advance Reading	3
	ENG 91	Advance Writing	3
	MAT 90	Preparatory Math	4
		TOTAL PROGRAM REQUIREMENT CREDITS:	**10**

Pre-Req	CO-FOUNDATIONAL AREA REQUIREMENTS		
	NUR 100/100L	Nurse Aide Training	6
		TOTAL CO-FOUNDATIONAL CREDITS	**6**

CERTIFICATE OF COMPLETION IN NURSE AIDE	
Program Requirements	10
Co-Foundational Area Requirements	6
TOTAL CREDITS	**16**

Note: Complete all Program Requirements courses before registering for the Co-Foundational Area Requirements courses.

Nursing Department Course Descriptions:

NUR 100/100L Nurse Aide Training (6)
The course prepares students to work in hospitals, clinics, nursing homes, and home health agencies. It is also a pre-requisite to the PN and RN programs. Classroom, laboratory, and faculty supervised clinical learning experiences are offered. A Certificate of Completion is awarded after successful completion of the course. The graduate will be eligible to take the National Nurse Aide Assessment Program (NNAAP) which consists of a written examination and skills demonstration. This course if offered the first six weeks of the semester**. *(Note: 4 lecture credits, 2 clinical laboratory credits)***

NUR 150/150 L Fundamentals of Nursing (7)
Prerequisites: NUR100/100L or equivalent, BIO 250/250L, HEA 151, NUT 150, PSY 250
This is a beginning nursing course that explores basic concepts and skills relevant to nursing practice. Emphasis is on knowledge and application of the nursing process in approaching patient care situations in the acute care settings under the supervision of the faculty. ***(Note: 4 lecture credits, 3 clinical laboratory credits)***

NUR 155 Nursing Perspectives (2)
Prerequisite: NUR 100/100 L
The course discusses the evolution of nursing as a profession, the role of the practical nurse, the health care system, legal and ethical concepts in nursing, and nursing opportunities. ***(Note: 2 lecture credits)***

NUR 180/ 180L Introduction to Adult Health (16)
Prerequisites: BIO 251/251L, NUR 150/150L, NUR 155
The 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 settings, including administration of medication under the supervision of the faculty. Mental health concepts will also be utilized while caring for patients in these settings. Basic comprehensive nursing concepts in the care of patients, families, and the community will be covered with emphasis on the role of Public Health Nurse/Community Health Nurse in the prevention of disease and maintenance of optimum health for patients of all ages. ***(Note: 9 lecture credits, 7 clinical laboratory credits)***

NUR 190/ 190L Family/Child Nursing (8)
Pre-requisites: NUR 180/180L

The course focuses on the practical nurse's use of the nursing process to apply nursing theory and skills to assist childbearing families, newborns, pediatric patients and their families from varied cultural backgrounds. Knowledge is applied in patient care situations in obstetrical and acute pediatric care setting, including administration of medications under the supervision of the faculty. This course is 10 weeks in length and is offered the last semester of the PN program. ***(Note: 5 lecture credits, 3 clinical laboratory credits)***

NUR201/201L Nursing Transition (6)
Pre-requisites: NUR100/100L or equivalent for direct-entry students, BIO 250/250L, HEA 151, NUT 150, PSY 250
Nursing Transition is an intensive technical skills and writing course. It is the initial course that exposes the Licensed Practical Nurse or direct entry student to the Organizing Framework of 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 further focuses on the use of the nursing process to assist patients to meet needs related to alterations or in maintaining wellness of biological, psychological, spiritual, and cultural functioning. Medications will be introduced and administered under the supervision of the faculty. ***(Note: 3 lecture credits, 3 clinical laboratory credits)***

NUR 203/203L Maternal-Newborn Nursing (6)
Pre-requisites: NUR 206, NUR 207/207L
The 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. The course is taken the first six weeks of the semester. ***(Note: 4 lecture credits, 2 clinical laboratory credits)***

NUR 204/204L Nursing of Children (6)
Pre-requisites: NUR 203/203L
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 supervision of the faculty. Concepts related to the environment, immunization, safety, parent-child interaction will be explored. The course is taken the last six weeks of the semester. ***(Note: 4 lecture credits, 2 clinical laboratory credits)***

NUR 205/205L Adult Health I (7)
Pre-requisites: BIO 251/251L
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 patients with moderately severe health care alterations in psycho-social, immunologic and inflammatory, respiratory functioning, endocrine, hormonal and hematologic. Emphasis is also applied to patient teaching and self-care, including administration of medication under the supervision of the faculty. ***(Note: 4 lecture credits, 3 clinical laboratory credits)***

NUR 206 Issues and Trends in Nursing (2)
Pre-requisites: NUR 200/200L, NUR 205/205L
The course entails the study of nursing trends, past, present and future as they relate to society to understand the nurse's professional and legal role in influencing health policies and practices. Issues and Trends in Nursing focuses on the three roles of the nurse, legal and ethical responsibilities, and transition from student to professional as the student becomes responsible and accountable for his/her practice as a registered nurse. ***(Note: 2 lecture credits)***

NUR 207/207 L Adult Health II (8)
Pre-requisites: BIO 255/255L, NUR 200/200L, NUR 205/205L
Emphasis is on utilizing the nursing process to assist patients requiring moderate adaptation to meet alterations in circulatory, metabolic, elimination, mobility, skin integrity, and neurosensory. Knowledge of disasters and bioterrorism will be covered in addition to basic comprehensive nursing concepts in the care of patients with trauma/multi-system trauma, including administration of medication under the supervision of the faculty***. (Note: 4 lecture credits, 4 clinical laboratory credits)***

NUR 208/ 208 L Mental Health/Psychiatric Nursing (6)
Pre-requisites: NUR 203/203L, NUR 204/204L
The course focuses on the nursing process to meet the psychosocial needs of a culturally diverse population across its lifespan. Psychosocial needs include safety, love and belonging, esteem and recognition, and self-actualization-aesthetic needs. Emphasis is placed on self-awareness; the health/illness continuum, and the therapeutic relationship with the client in the mental health system***. (Note: 4 lecture credits, 2 clinical laboratory credits)***

NUR 211/ 211 L Community Health Nursing (6)
Pre-requisites: NUR 203/203L, NUR 204/204L
The course focuses on exploration and application of concepts in providing comprehensive nursing care to clients, families, and the community. Emphasis is on the role of Public Health Nurse/Community Health Nurse in the prevention of disease and maintenance of optimum health for clients of all ages. NUR 211 is offered for six weeks. ***(Note: 4 lecture credits, 2 clinical laboratory credits)***

PHM 150 Introduction to Pharmacology (3)
Pre-requisites: BIO 180/180L, MAT 151
The course focuses on the basic knowledge of the mechanism of action, toxicity, and nursing and other therapeutic uses and implications of the major categories of drugs. Knowledge is applied to patient care situations in which drugs are used in the maintenance of health and treatment and prevention of illness. ***(Note: 3 lecture credits)***

PHM 200 General Pharmacology (4)
Pre-requisites: BIO 251/251L, MAT 151
The course focuses on the basic principles involved in drug therapy. Drugs will be approached in terms of their mechanisms of action and drug effects, indications, contraindications, side effects, and adverse effects, toxicity and management of overdose, interactions, dosages, idiosyncrasies, toxicities, and clinical applications. The effect of drugs on the various bodily systems will be explored and applied to patient care situations. **(*Note: 4 lecture credits)***

SAMOAN STUDIES DEPARTMENT

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

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

Community Advisory Council / Komiti Faufautua:
Rev. Afalupetoa Utai, Vatia CCCAS Church; Afioga Pesetā Tialuga Seloti, Community Representative; Mr. David Mageo, KVZK TV Representative; Mrs. Esther Prescott, 92 KSBS Radio Station representative; Tōfā Sili Dr. Kerisiano Sataua, Long Time Educator.

Chairperson and Faculty/Faiaoga:
Mr. Evile F. Feleti, Chairperson; Mrs. Alofa T. Nuusila; Afioga Ti'a Tasia Talamoni; Tōfā Telei'ai C. Ausage; and Afioga Tupa'isiva Tamari Mulitalo-Cheung, Faculty.

Program Learning Outcomes:
1. Develop and apply basic skills in the area of speaking (during contemporary and cultural settings), writing, reading and listening.
   Atiae ma faaaoga agavaa faigofie pe a tautala (i nofoaga faaonaponei ma faaleaganuu), tusitusi, faitau ma faalogologo.
2. Develop and apply skills of understanding and interpretation of Samoan literature.
   Atiae ma faaaoga agavaa tau malamalama'aga ma faauigaga o fatuga ma tusiga Samoa.
3. Demonstrate skills in executing activities that are endemic to the performance of Samoan material and non-material culture.
   Faatino tomai e patino i faiva masani tau le aganuu faitino ma le aganuu tinoimatagi a Samoa.
4. Demonstrate competence and ease in delivering basic English translation and interpretation of Samoan.
   Faatino le tomai ma le solo lelei o faaliliuga i le Igilisi faigofie ma faauigaga i le gagana Samoa.
5. Develop and utilize a variety of techniques, as well as technological systems, in applying technology skills in conducting research.
   Atiae ma faaaoga metotia eseese, atoa ai ma faiga faatekonolosi, i le faatinoga o suesuega.

ASSOCIATE OF ARTS DEGREE WITH AN EMPHASIS IN SAMOAN STUDIES

Pre-Req	**GENERAL EDUCATION REQUIREMENTS:**			
	Communication			
	ENG 150	Introduction to Literature		3
	ENG 151	Freshman Composition		3
	SPH 153	Introduction to Speech		3
	Information and Technology Literacy			
	ICT 150	Introduction to Computers		3
	Critical Thinking			
	MAT 151	Intermediate Algebra		3
ENG 150	PHSCI 150/150L	Physical Science/Physical Science Lab		4
	Global Awareness and Cultural Competence			
ENG 151	HIS 150	American History I	***OR***	
ENG 151	HIS 151	American History II		
ENG 151	HIS 170	World Civilization I	***OR***	6
ENG 151	HIS 171	World Civilization II		
ENG 151	HIS 162	Pacific History		
	Personal Development and Responsibility			
ENG 151	PSY 150 HEA 150	Introduction to Psychology Introduction to Health Science		3
			TOTAL GE CREDITS	**28**

CORE FOUNDATIONAL AREA REQUIREMENTS		
ARTS (Select one 3 credit course) **HUMANITIES** (Select one 3 credit course)	PHIL 150, REL 150, ENG 250	3
COMPUTER SCIENCE **ENGLISH**	ENG 251	3
HISTORY **MATHEMATICS** (Select a 4 or 5 credit course)	MAT 250	4
PHYSICAL EDUCATION	Select one 1 credit course from any Physical Education Course	1
SAMOAN AND PACIFIC STUDIES (Select one 3 or 4 credit course)	Cluster I: Samoan and the Pacific History and Geography HIS 160 Cluster II: Samoan Language SAM 151/151L	7
SCIENCE (Select one 4 credit course)	Cluster I: Life Science: BIO 150/150L or MSC 170/170L	4
SOCIAL SCIENCE (Select one 3 credit course from one of the three clusters)	Cultural Courses: ANT 154 Political Courses: Social and Behavioral Courses: SOC 150	3
	TOTAL CORE CREDITS	**25**

Pre-Req	**CO-FOUNDATIONAL AREA REQUIREMENTS**		
	A total of Twelve (12) credits from any of the following clusters:		
	Cluster I: Language		
	SAM 154	Introduction to Samoan Literature	3
SAM 111	SAM 244	Theatrical Arts (Faleaitu)	3
SAM 151/151L	SAM 251	Sophomore Samoan Composition	3
SAM 151/151L	SAM 271	Samoan Creative Writing	3
SAM 151/151L	SAM 281	Translation	3
	Cluster II: Culture		
	SAM 152	Introduction to Samoan Culture	3
	SAM 172	Samoan Traditional Political /Organization	3
	SAM 204	Samoan Mythology	3

SAM 152	SAM 261	Samoan Oratory	3
		TOTAL CO-FOUNDATIONAL CREDITS	**12**

ASSOCIATE OF ARTS DEGREE WITH AN EMPHASIS IN SAMOAN STUDIES	
General Education Requirements	28
Core Foundational Requirements	25
Co-Foundational Area Requirements	12
TOTAL CREDITS	**65**

Samoan Studies Department Course Descriptions *(Faamatalaina o mataupu tau Samoa)*:

SAM 101A Conversational Samoan 1 (3) *(formerly SAM 101)*
SAM 101A 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 oriented conversation. Upon completion, students should become comfortably fluent enough to continue with further training in SAM 101B and SAM 111 at ASCC or learning on their own. This course is intended for non-speakers; beginning speakers of the Samoan Language, and can be taken as an elective. ***(Note: 3 lecture credits)***

E mafuli le tele o felafolafoa'iga i le faatautaiga o talanoaga Faasamoa ma e tā'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 faaaoga le gagana Samoa e feso'ota'i ai. O le a faaosofia le lagona fiafia i le tagata ā'oga e fia a'oa'o pea le gagana Samoa ma faaauau atu ai i le isi vasega e tā'ua o le SAM 101B po o le SAM 111 i le Kolisi Tuufaatasi o Amerika Samoa, po o le faia fo'i o ni sailiiliga. O lenei vasega e mo tagata e lē iloa Faasamoa; tagata fa'ato'ā tau a'o le Faasamoa, ae maise ai le aogā o lenei vasega e faaatoa ai togi o polokalama. ***(Faaaliga: 3 togi)***

SAM 101B Conversational Samoan 2 (3)
SAM 101B Talanoaga Faasamoa 2 (3)
This is a conversational Samoan Language course for students who are able to speak limited Samoan, and wish to transit into writing dialogues, messages, verses, nursery rhymes, and simple directions. The focus will be on structure of basic Samoan sentences. ***(Note: 3 lecture credits)***

O lenei mataupu o Talanoaga Faasamoa e mo tagata aooga 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 ātīa'e ai le kalama o le fuaiupu Samoa. ***(Faaaliga: 3 togi)***

SAM 111 Introduction to the Samoan Language (3) *(formerly SAM 162 Samoan Language Culture)*
SAM 111 Faamasaniga i le Gagana Samoa (3)
This is an introductory course in Samoan writing and speaking, grammar and usage of contemporary and commonly used respectful Samoan phrases. Students enrolled are recommended to write and speak fluent Samoan. ***(Note: 3 lecture credits)***

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 aooga e tusitusi ma tautatala manino i le gagana Samoa. ***(Faaaliga: 3 togi)***

SAM 151 Freshman Samoan (3) *(formerly Samoan I)*
SAM 151 Gagana Samoa Tausaga Muamua (3)
This is an intensive course in formal Samoan speaking and writing. Students are required to write narrative, descriptive, expository and persuasive compositions. The speaking aspect closely follows writing during the laboratory periods. Critical thinking, effective speaking and reading with a purpose will also be stressed.
(Note: 3 lecture credits; Students are required to take both lecture and lab during the same semester)

O lenei mataupu e faataunuu ai a'oa'oga ua tuutuu i le loloto o le gagana tautala ma le tusitusi. E tatau i tagata aooga ona tusia ni tala i se mea na tupu, faamatalaga auiliili o se mea, vailiiliga 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

faamalosia le faaaogaga o mafaufauga ua ua'i loloto, e o'o fo'i i le tautala aloa'ia ma le faitau malamalama. ***(Faaaliga: 3 togi)***

SAM 151L Freshman Samoan Laboratory (1)
SAM 151L Gagana Samoa Tausaga Muamua (Vasega Faatino) (1)
Mataupu Ulufale: O lo o tauaveina le SAM 151/151L.
The students will undergo drills, with the aid of video cameras and other equipment to develop critical thinking, read with a purpose, and write in the style that targeted readers would understand and appreciate. They will visit selected cultural activities to observe orators and review/write analytically. ***(Note: 1 lab credit; Students are required to take both lecture and lab during the same semester).***

O le a fa'ata'ita'i e tagata aooga le faiga o galuega faatino, e faaaoga ai mea pu'eata ma isi masini e ātīa'e ai mafaufauga 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 mātau le faiga o le lauga a tulafale ma iloilo/tusitusi auiliili. ***(Faaaliga: 1 togi)***

SAM 152 Introduction Samoan Culture (3)
SAM 152 Faamasaniga i Aganuu Samoa (3)
This is an introductory course to Samoan culture. Students will discuss, and analyze cultural aspects of the faasamoa such as appropriate language, and appropriate behavior in varying spatial contexts. The concepts of extended families and their functions, land tenure, and the peopling of Samoa are also discussed. Students will be expected to express opinions on Samoan society. ***(Note: 3 lecture credits)***

O le mataupu faamasani lenei i le aganuu Samoa. O le a laululiu, ma iloilo e tagata aooga nisi o tu faasamoa e pei o, gagana talafeagai, amio talafeagai i ituaiga saofa'iga eseese i totonu o se nuu. E a'oa'o ai konesepi tau le aiga potopoto ma o latou aogā, fanua ma lona faasoaga ma le 'ainăina o motu o Samoa. E tatau i tagata aooga ona faaali manatu e faatatau i saofa'iga eseese a Samoa. ***(Faaaliga: 3 togi)***

SAM 154 Introduction to Samoan Literature (3)
SAM 154 Faamasaniga i Tala Faamauina 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 everyday life: the 'ava ceremony, traditional speeches (lauga), marriage (tini), chants and meditation (tapuaiga). Students will be introduced to other popular forms of history, songs, myths, legends, fagogo, humor (faleaitu), and contemporary stories. Students will study the impact of the Bible on Samoan literature. ***(Note: 3 lecture credits)***

O le tasi lenei mataupu faamalosia mo le tikeri AA i le gagana ma aganuu Samoa. I lenei mataupu o le a mafai e tagata aooga 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 aooga i isi ituaiga tala faasolopito, pese, tala o le vavau, fagogo, faleaitu ma tala faaonaponei. O le a su'esu'e tagata aooga i le aafiaga o gagana faamauina a Samoa i le Tusi Paia. ***(Faaaliga: 3 togi)***

SAM 172 Samoan Traditional Political Organization (3)
SAM 172 Faigamalo Faasamoa (3)
This is an analytical survey of Samoa's traditional political system: its organization, operation, the changes that took place over the years, and the influence of the missionaries and Western political systems. ***(Note: 3 lecture credits)***

O le mataupu lenei 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. ***(Faaaliga: 3 togi)***

SAM 204 Samoan Mythology (3)
SAM 204 Tala o le Vavau a Samoa (3)
Students will survey Samoan myths and legends as a genre of literature, be introduced to theory on mythology, study the literary elements in indigenous myths, acquire a view of the commonalities among Polynesian myths, typology, and archetypes, and think critically and analytically of Samoan mythology and its dynamics. ***(Note: 3 lecture credits)***

O le mataupu lenei e faatatau i tala o le vavau a Samoa ma o le a faamasani ai tagata aooga i tala tuu ma tala o le vavau i lona sionalei faamaumau. O le a sailiili e tagata aooga 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 mamanu taatele, atoa ai ma le māta'itū ma le iloilo toto'a o tala o le vavau a Samoa i ni ona tafa eseese. ***(Faaaliga: 3 togi)***

SAM 244 Theatrical Arts (3)
SAM 244 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: 3 lecture credits)***

O le mataupu lenei e aoaoina ai faleaitu faaleatunuu i lona faatufugaga faafatuga moni a Samoa. O le a mafai ona iloilo ma faitio e tagata aooga suaga i taimi o faafiafiaga faasamoa, le faatinoga e tagatanuu o lenei 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 tausuauīgā e tauala atu ai faitioga i ni lape o tagatanuu, faamatalaga tuufaafeagai, taufaifai ma le taufa'a'ata. ***(Faaaliga: 3 togi)***

SAM 251 Sophomore Samoan Composition (3) ***(formerly SAM 152 Samoan II)***
SAM 251 Gagana Samoa mo Tausaga Lua (3)
Prerequisite: SAM 151/151L
Mataupu Ulufale: SAM 151/151L
This is a second year course in research methods with emphasis on Samoan composition. The student will conduct a research of Samoan Studies topics using Modern Language Association approved research methodology. Focus will be on published materials on Samoan Studies in any field of choice. ***(Note: 3 lecture credits)***

O le mataupu o le tausaga lua lenei 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 matātā. ***(Faaaliga: 3 togi)***

SAM 261 Samoan Oratory (3)
SAM 261Gagana 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 performing this art of Samoa. ***(Note: 3 lecture credits)***

O le mataupu lenei e faamasani ai tagata aooga 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 lenei faatufugaga faaatisi a le atunuu. ***(Faaaliga: 3 togi)***

SAM 271 Samoan Creative Writing (3)
SAM 271 Fatuga po o Tusiga Tala Faasamoa (3)
Prerequisite: SAM 151/151L
Mataupu Ulufale: SAM 151/151L
This is a course to creative writing via "Solo," satire, humor and short stories told with a Samoan flair. Narrative, descriptive, expository and persuasive forms are also taught. ***(Note: 3 lecture credits)***

O se mataupu lenei tau tusigā tala fatu e ala atu i solo, tusiga e faaaoga ai le tausuauīgā e tauala atu ai faitioga i ni lape o tagatanuu, tala taufa'a'ata atoa ai ma tala e tusia i le agaga Faasamoa. E a'oa'oina ai foi tusiga o mea tutupu i olaga o tagata, tusiga e faamatala ai foliga mai o se mea, tusiga e faailoa ma iloilo ai se mataupu ma le ituaiga tusitusiga faatauanau pe faatosina. ***(Faaaliga: 3 togi)***

SAM 281 Translations (3)
SAM 281 Faaliliuga Faasamoa (3)
Prerequisite: SAM 151/151L
Mataupu Ulufale: SAM 151/151L

This course introduces students to the general rules and skills of translation and interpretation; i.e., translating English words without Samoan equivalents. Students study and analyze translations in local papers and visit the courts to observe and critique court interpreters. ***(Note: 3 lecture credits)***

O le mataupu lenei 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 aoaoina 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. ***(Faaaliga: 3 togi)***

SCIENCE DEPARTMENT

Mission:
The mission of the Science Department is to inspire the student community through educational services, research, and outreach programs in the broad areas of the basic sciences. Within the Science Department, there is currently one degree program, an Associate of Science degree in Marine Science. The department offers introductory and transferable courses in the areas of Biology, Chemistry, Oceanography, and Physics that fulfill the basic requirements for graduation. In addition, the department offers a two-semester biology sequence for the life sciences such as nursing, pre-medicine, pre-chiropractic, pre-dental, pre-veterinarian, and allied health majors as well as other science majors. By taking advantage of our natural surroundings, the Science Department is proud to offer a hands-on, comprehensive Marine Science program for its students to explore, understand, and appreciate the importance of the influence the ocean has on our planet's climate, as well as learn about marine organisms and habitats both locally and globally. The department is committed to a strong science program that strives to work with the latest technologies, and that explores environmental and human life sustainability issues in order to produce the next generation of leaders.

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

- Associate of Science degree in Marine Science
- Certificate of Proficiency in Marine Option Program (MOP)

Community Advisory Council:
Dr. Kristen Jensen, DOA; Dr. Sean Stracensky, LBJ; Dr. Tim Clark, NPS.

Chairperson and Faculty

Dr. Randel DeWees, Chairperson; Mr. Murali Gopalan; Mr. Alden Tagarino, Faculty.

Program Learning Outcomes:

1. Competence in comprehending, interpreting, evaluating, and applying physical and biological scientific data.
2. Competence in demonstrating logical, conceptual, analytical and critical modes of thinking.
3. Demonstrate logical problem-solving through analyzing data patterns and functional relationships to answer questions and determine causes.
4. Comprehend and apply scientific concepts across disciplines utilizing a variety of techniques and technologies.
5. Demonstrate the ability to function successfully in laboratory and field settings in order to produce quality scientific research following the scientific method.

ASSOCIATE OF SCIENCE DEGREE IN MARINE SCIENCE

Program Statement:
The Associate of Science degree in Marine Science provides students with a strong platform in basic physical and life sciences with a focus in Marine Science from which they can confidently pursue higher education in the sciences or enter the job market. Students gain a broad understanding of the physical and biological forces driving the world's oceans and an appreciation of the importance of marine ecosystems to the world's environment, climate and daily human life.

Pre-Req	**GENERAL EDUCATION REQUIREMENTS:**			
	Communication			
	ENG 150	Introduction to Literature		**3**
	ENG 151	Freshman Composition		**3**
	SPH 153	Introduction to Speech		**3**
	Information and Technology Literacy			
	ICT 150	Introduction to Computers		**3**
	Critical Thinking			
	MAT 151	Intermediate Algebra		**3**
ENG 150	PHSCI 150/150L	Physical Science/Physical Science Lab		**4**
	Global Awareness and Cultural Competence			
ENG 151	HIS 150	American History I	***OR***	
ENG 151	HIS 151	American History II		
ENG 151	HIS 170	World Civilization I	***OR***	**6**
ENG 151	HIS 171	World Civilization II		
ENG 151	HIS 162	Pacific History		
	Personal Development and Responsibility			
ENG 151	PSY 150	Introduction to Psychology		**3**
	HEA 150	Introduction to Health Science		
			TOTAL GE CREDITS	**28**

CORE FOUNDATIONAL AREA REQUIREMENTS		
ENGLISH	ENG 251	**3**
MATHEMATICS (Select a 4 or 5 credit course)	MAT 250 or MAT 280	**4-5**
PHYSICAL EDUCATION	MSC110/PED170	**1**
SCIENCE (Select both)	Cluster I: Life Science: BIO 180/180L Cluster II: Physical Science: CHM 150/150L	**8**
	TOTAL CORE CREDITS	**16-17**

Pre-Req	**CO-FOUNDATIONAL AREA REQUIREMENTS**		
	A total of three to four (3-4) credits from any of the following courses		
	MSC 100	MOP Seminar	3-4
MSC 100	MSC 201	MOP Skill Project I	
MSC 100	MSC 202	MOP Service Learning	
	MSC 220	Introduction to Fisheries Management	

CHM 150/150L	CHM 151/151L	Chemistry II	
MAT 151. ENG 150	PHY 151/151L	Physics I	
Program Requirement	AGR 200	Introduction to Aquaculture	
Program Requirement	CET 160	Introduction to Geographic Information System	
	MSC 150/150L	Introduction to Oceanography	4
	MSC 160	Natural Marine Sources	3
	MSC 170/170L	Introduction to Marine Biology	4
	MSC 280	Marine Science Special Projects	2
		TOTAL CO-FOUNDATIONAL CREDITS	**16-17**

ASSOCIATE OF SCIENCE DEGREE IN MARINE SCIENCE	
General Education Requirements	28
Core Foundational Requirements	16-17
Co-Foundational Area Requirements	16-17
TOTAL CREDITS	**60-62**

CERTIFICATE OF PROFICIENCY IN MARINE OPTION PROGRAM (MOP)

Pre-Req	**GENERAL EDUCATION REQUIREMENTS:**		
	Communication		
	ENG 150	Introduction to Literature	**3**
		TOTAL GE CREDITS	**3**

Pre-Req	**PROGRAM REQUIREMENTS**			
	MAT 155	**OR**	Vocational Technical Mathematics	
	MAT 250	**OR**	College Algebra and Trigonometry	3-5
	MAT 280		Calculus I	
	A total of Eighteen (18) credits from any of the following courses:			
	AGR 152		Survey of Community and Natural Resources	3
	NRS 200		Natural Resources	4
	NRS 250		Environmental Studies	3
	ED 240		Instructional Technologies	4
	HEA 152		Standard First Aid and CPR	1
	PED 170/MSC 170		Swimming	1
	LIT 274		Pacific Literature	3
	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 220		Introduction to Fisheries Management	3
	MSC 280		Marine Science Special Projects	2
	BIO 150/150L		Introduction to Biological Science	4
	BIO 155/155L		Ecology	4
	CHM 150/150L		Chemistry I	4
	PHSCI 150/150L		Physical Science	4
	SAM 152		Introduction to Samoan Culture	3
	SAM 204		Samoan Mythology	3
	ANT 153		Introduction to Archaeology	3
	ANT 210		Archaeological Field School	6
	GEO 161		Pacific Geography	3
	HIS 162		Pacific History	3
	CET 160		Introduction to Geographic Information Systems	3
	CET 265		Hydraulics and Hydrology	3
	CET 270		Land Developments	3

		TOTAL PROGRAM REQUIREMENT CREDITS:	**21-23**

Pre-Req	**CO-FOUNDATIONAL AREA REQUIREMENTS**		
	MSC 100	MOP Seminar	1
	MSC 160	Natural Marine Resources	3
	MSC 201	MOP Skills Project	1
	MSC 202	MOP Service Learning	1
		TOTAL CO-FOUNDATIONAL CREDITS	**6**

Note: This certificate follows the principles of UH MOP but is not honored as equivalent to UH MOP certificate.

CERTIFICATE OF PROFICIENCY IN MARINE OPTION PROGRAM (MOP)	
General Education Requirements	3
Core Foundational Requirements	21-23
Co-Foundational Area Requirements	6
TOTAL CREDITS	**30-32**

Science Department Course Descriptions:

BIO 150/150L Introduction to Biological Science (4)
This course studies the nature of science and scientific inquiry and the historical development of biological concepts and principles. This course requires laboratory experiments and projects that illustrate and emphasize the use of biological principles. Students with a "C" grade or better in BIO 180/180L or BIO 181/181L cannot enroll in BIO 150./150L ***(Note: 3 lecture credits and 1 lab credit)***

BIO 155/155L Ecology (4) ***(formerly ECO 150)***
This course focuses on close studies of inter-relationships of living things and their total environment, and it is used to promote awareness of the need for efforts in natural resource conservation, pollution control and a clean, healthy environment. Laboratory experiments are coordinated with the lectures and emphasize proper laboratory procedures. ***(Note: 3 lecture credits and 1 lab credit)***

BIO 180/180L Biology I (4)
Prerequisites: ENG 150
Introductory biology course for all life science, pre-medical, pre-veterinarian , and health science majors. Study of cell structure and function, chemistry, growth, reproduction, genetics evolution, viruses, prokaryotes, protistans and fungi. Laboratory experiments are coordinated with the lectures and emphasize proper laboratory procedures. ***(Note: 3 lecture credits and 1 lab credit)***

BIO 181/181L Biology II (4)
Prerequisite: BIO 180
Continuation of BIO 180 Study of the systems of plants and animals, their anatomy and physiology with emphasis on the human organism. Interactions of animal and plant populations and the environment are also studied in the course. Laboratory experiments are coordinated with the lectures and emphasize proper laboratory procedures. ***(Note: 3 lecture credits and 1 lab credit)***

BIO 250/250L Anatomy and Physiology I (4)
Prerequisite: BIO 180
Anatomy and Physiology I is the first of a two-semester course that studies the structure and function of the human body, including a study of its gross anatomy, micro anatomy, physiology, pathology, and pathophysiology. The laboratory sessions include exercises in basic human physiology, and detailed description of various organ systems observed through dissection activities. ***(Note: 3 lecture credits and 1 lab credit)***

BIO 251/251L 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 on the skeleton, muscles, heart, blood vessels, and enzyme actions. ***(Note: 3 lecture credits and 1 lab credit)***

BIO 255/255L 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. ***(Note: 3 lecture credits and 1 lab credit)***

CHM 150/150L Chemistry I (4)
Prerequisites: ENG 150, MAT 151
This course covers the basic principles of chemistry. It is an introduction to chemical and physical changes, atomic structure, orbital, chemical bonding, chemical equations, phase changes and ideal gas laws and applications. The laboratory experiments will introduce techniques and basic principles of chemistry. ***(Note: 3 lecture credits and 1 lab credit)***

CHM 151/151L 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. ***(Note: 3 lecture credits and 1 lab credit)***

MSC 100 MOP Seminar (1)
This seminar will provide an overview of Territorial ocean issues and help prepare the student for his/her career. Weekly seminars will be conducted by professionals involved with marine activities, management, education, research and business. Guest speakers will present information on his/her career and its application to American Samoa. Students will explore MOP goals and learn to write professional documents such as resumes, proposals and reports in preparation for conducting a MOP skill project. They will also learn to match internships and research projects with their education and career goals. This course is required to earn a Certificate of Proficiency in the Marine Option Program. ***(Note: 1 lecture credit)***

MSC 110/ PED 170 Swimming (1)
A mandatory class for students taking SCUBA and attempting any strenuous swimming in other Marine Science classes. Swimming is designed to provide a basic safe background in the ocean environment. Basic swimming strokes will be taught in a shallow water setting. Survival skills will be taught so that in the event of an at-sea emergency, all students will be able to deal with emergency situations. ***(Note: 1 lab credit)***

MSC 150 Introduction to Oceanography (4)
This course provides an introduction to oceanographic phenomena. The interrelationships between physical, chemical, geological and biological oceanography are discussed at length. Air-sea interactions and their global implications are examined. Field trips may involve open-ocean studies. Saturday field trips required. ***(Note: 3 lecture credits and 1 lab credit)***

MSC 160 Natural Marine Resources (3)
This course is an introductory Marine Science class designed to familiarize students with the potential resources of the sea. Special attention is given to South Pacific issues and organisms. The course will encourage environmental practices and discuss existent methods of harvesting and culturing organisms, ethics and regional impacts. Students will be asked to design their own projects or redesign one in which they have interest by making use of resources in American Samoa. * This may also count as a SAMPAC course. ***(Note: 3 lecture credits)***

MSC 170 Introduction to Marine Biology (4)
An in-depth investigation of the various marine ecosystems such as sand, mud, and rocky intertidal areas, salt marshes, estuaries, coral reefs, and mangrove forests; also the neritic, pelagic, and benthic regions of the open ocean. Includes the numerous interactions between biotic and abiotic factors. Adaptations of life forms for survival in these environments will be discussed. Also, includes laboratory exercises and field trips to the coast. Laboratory exercises and field trips will be an integral part of the course. ***(Note: 3 lecture credits and 1 lab credit)***

MSC 201 MOP Skill Project (1)
Prerequisites: MSC 100
Students will formulate a marine related project approved by his/her MOP Coordinator(s). This project will train students in the trades and life skills needed to be successful in pursuit of a career in marine science. Topics have

ranged from scientific research to endeavors in the arts. MOP students are encouraged to coordinate their projects with the efforts of local agencies, businesses, educators, or communities. They will have the opportunity to present their skills project at the annual MOP Student Symposium. This course is required to earn a Certificate of Proficiency in the Marine Option Program. ***(Note: 1 credit)***

MSC 202 MOP Service Learning (1)
Prerequisites: MSC 201
Students will apply the cumulative knowledge gained in their Marine Option Program courses in designing and implementing a community service project related to the marine environment. Students will explore the meaning of civic responsibility and develop their leadership, professional, and academic skills as they engage community agencies to meet community needs. They will better understand the Samoan concept/value of "tautua" (service). This course is required to earn a Certificate of Proficiency in Marine Option Program. ***(Note: 1 credit)***

MSC 220 Introduction to Fisheries Management (3)
This course is designed to acquaint students with contemporary fisheries management concepts and practices. Pacific commercial fishing methods and economic aspects of the U.S. commercial fishing industry will be discussed. Students will gain an understanding of the concepts and applications of the ecosystem management, biological diversity, the Endangered Species Act, and habitat restoration, as they apply to fisheries management. Guest speakers bring their work-related knowledge and experiences to the students. Scientific, administrative and enforcement personnel, along with commercial and recreational fishermen, are invited to discuss their fisheries management involvement with the students. Note: Can be taken with Instructor's Permission. ***(Note: 3 lecture credits)***

MSC 280 Marine Science Special Projects (2)
MSC 280 is an in-depth exercise in experimental learning that gives marine science students the opportunity to participate in supervised research, local internships, or service learning projects in the community. Credit is based on the extent of work completed and the time involved. ***(Note: 2 credits)***

PHSCI 150/150 L Physical Science (4)
Prerequisites: ENG 150
This is an introductory Physical Science course that focuses on basic chemistry, physics, earth science, and astronomy. Laboratory experiments illustrate methods in physical sciences and test and evaluate concepts presented in class. ***(Note: 3 lecture credits; 1 lab credit)***

PHY 151/151 L Physics I (4)
Prerequisites: MAT 151, ENG 150
Basic principles of physics, laws of nature, measurement, force and motion, work and energy, momentum and impulse, and energy transfer are introduced. For the lab, students will work on well-designed activities to test and evaluate the concepts presented in class. ***(Note: 3 lecture credits; 1 lab credit)***

PHY 152/152 L Physics II (4)
Prerequisite: PHY 151
Physics II is a continuation of PHY 150. Electricity and magnetism, light and optics, modern physics and cosmology are covered in this semester. Laboratory exercises are organized to illustrate these fundamental principles. ***(Note: 3 lecture credits; 1 lab credit)***

SOCIAL SCIENCE DEPARTMENT

Mission:
The Social Science Department provides students with introductory information in History, Psychology, Sociology, Anthropology, Geography, Philosophy and Political Science. The department provides a diverse spectrum of courses acquainting students with their places in historical processes, cultural developments, interrelationships amongst people and the dynamics of societal elements reflected in social, cultural, political and technological progress. The department offers the Associate of Arts degree program with an emphasis in Political Science and transferable courses for students planning to further their education at off-island colleges and universities.

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

- Associate of Arts degree with an emphasis in Political Science

Community Advisory Council:
Okenaisa Fauolo-Manila,ASCC-SSI; Mona Uli, COCA; Aumua Amata C. Radewagan, U.S. Congress.

Chairperson and Faculty:
Mrs. Toaiva Fiame-Tago Chairperson; Mrs. Lilian Temese; Mrs. Adrian Moana, Faculty.

Program Learning Outcomes:

1. Analyze and apply classic and contemporary theories, concepts, models, norms, ideas and events in Social Science disciplines.
2. Demonstrate competence in writing, speaking and presenting information effectively for Social Science disciplines.
3. Apply Social Science research methodology to conduct, research, and process and present appropriate findings in the Social Science disciplines.
4. Develop career goals and plans, and apply lifelong learning skills for personal and professional growth.

ASSOCIATE OF ARTS DEGREE WITH AN EMPHASIS IN POLITICAL SCIENCE

Pre-Req	**GENERAL EDUCATION REQUIREMENTS:**			
	Communication			
	ENG 150	Introduction to Literature		**3**
	ENG 151	Freshman Composition		**3**
	SPH 153	Introduction to Speech		**3**
	Information and Technology Literacy			
	ICT 150	Introduction to Computers		**3**
	Critical Thinking			
	MAT 151	Intermediate Algebra		**3**
ENG 150	PHSCI 150/150L	Physical Science/Physical Science Lab		**4**
	Global Awareness and Cultural Competence			
ENG 151	HIS 150	American History I	***OR***	
ENG 151	HIS 151	American History II		
ENG 151	HIS 170	World Civilization I	***OR***	**6**
ENG 151	HIS 171	World Civilization II		
ENG 151	HIS 162	Pacific History		
	Personal Development and Responsibility			
ENG 151	PSY 150	Introduction to Psychology		**3**
	HEA 150	Introduction to Health Science		
			TOTAL GE CREDITS	**28**

CORE FOUNDATIONAL AREA REQUIREMENTS		
ARTS (Select one 3 credit course)	ART 150 or DRA 150 *(Some MUS course may be repeated 3 to earn a maximum of 3 credits).*	**3**
HUMANITIES (Select one 3 credit course)	PHIL 150 or REL 150	**3**
ENGLISH	ENG 251	**3**
HISTORY (Selection is based on Global Awareness & Cultural Competence—Select one 3 credit course)	**HIS 150, or HIS 151, or HIS 170, or HIS 171**	**3**
MATHEMATICS (Select a 4 or 5 credit course)	MAT 250 or MAT 280	**4-5**
PHYSICAL EDUCATION	Select one 1 credit course from any Physical Education Course	**1**
SAMOAN AND PACIFIC STUDIES (Select one 3 or 4 credit course)	Cluster II: Samoan Language SAM 101A or SAM 101B or SAM 111 or SAM 151/151L.	**3-4**

SCIENCE (Select one 4 credit course)	Cluster I: Life Science: BIO 150/150L BIO 180/180L	**4**
SOCIAL SCIENCE (Select one 3 credit course from one of the three clusters)	Political Courses: PAD 150, POL 150, POL 160, POL 170	**3**
	TOTAL CORE CREDITS	**27-29**

Pre-Req	**CO-FOUNDATIONAL AREA REQUIREMENTS**			
ENG 151	POL 151	American Samoa Government		3
ENG 150	POL 160	Introduction to Politics		3
CJ 150 or POL 150, and ENG 151	CJ 210	Constitutional Law and Procedures		3
POL 150	POL 250 **OR**	Comparative Politics	**OR**	3
POL 150	POL 251	International Relations		
	TOTAL CO-FOUNDATIONAL CREDITS			**12**

ASSOCIATE OF ARTS DEGREE WITH EMPHASIS IN POLITICAL SCIENCE	
General Education Requirements	28
Core Foundational Requirements	27-29
Co-Foundational Area Requirements	12
TOTAL CREDITS	**67-69**

Social Science Department Course Descriptions:

ANT 150 Introduction to Anthropology (3)
Prerequisites: ENG 151
This course is a general introduction to the discipline of Anthropology, utilizing the four-field approach cultural and physical Anthropology, Archaeology and Linguistics. ***(Note: 3 lecture credits)***

ANT 153 Introduction to Archaeology (3)
Prerequisites: ENG 151
This course is a general introduction to the study of past human cultures and the history of Archaeology. Emphasis on basic archaeological theories and methods on how archaeological records are recovered, studied and analyzed. ***(Note: 3 lecture credits)***

ANT 154 Cultural Anthropology (3)
Prerequisite: ENG 151
This course emphasizes the scientific methods and theories of Cultural Anthropology as a vehicle for understanding and explaining the diversity of socio-cultural systems around the world. ***(Note: 3 lecture credits)***

ANT 210 Archaeological Field School (6)
Prerequisite: ANT 153
This course will provide students with training and practical experience in performing archaeological field research through an archaeological research project. Students will be introduced to the basic elements of such research as: research strategy and design, planning and logistics, surface survey and mapping techniques, site and feature documentation, sampling strategies, equipment construction and maintenance, excavation techniques, sample collection and preservation, field cataloging, photographic methods, material and data control, and field laboratory analysis. This course is designed for both regular academic and continuing education credit. Note: Only available in the summer semester. This course involves 8-10 hours of field study each day for 4-6 weeks. Students must be physically fit and capable of physical activity in hot/humid conditions (students will be required to sign a liability waiver). Depending on the research project, the course may be conducted on Tutuila or on another island. In addition to tuition, students will pay a special fee for travel and living expenses. See instructor for details on any particular year's program (e.g., fees, course dates, field location, etc.). Fees will vary from year to year depending on the research location. ***(Note: 6 lecture credits)***

GEO 150 Introduction to Samoan Geography (3)

This is a preparatory course, which provides a comprehensive background on the geographical terms, concepts and ideas that are evident in Samoan landscape, climatology, demography and socio-political environments. ***(Note: 3 lecture credits)***

GEO 160 Introduction to Geography (3)
Prerequisites: ENG 151
This course covers the geographic survey of the world's major cultural realms. The course introduces processes of spatial integration and differentiation of economic, geopolitical and cultural landscapes. Furthermore, it entails natural resources distribution, and the contrasts and linkages between the developed and developing world. ***(Note: 3 lecture credits)***

GEO 161 Pacific Geography (3) (formerly Geography of the Pacific)
This course introduces the physical and human geography of the Pacific island realm. This includes regional marine and terrestrial resources, human settlement and landscape transformation, population and political geography, economic development, resource management and environmental issues. Note: Field trips are conducted outside of class hours. ***(Note: 3 lecture credits)***

HIS 150 American History I (3)
Prerequisite: ENG 151
This course introduces the economic, political and social history of the American people to 1865. ***(Note: 3 lecture credits)***

HIS 151 American History II (3)
Prerequisite: ENG 151
This course covers the economic, political and social history of the American people from 1865 to the present. ***(Note: 3 lecture credits)***

HIS 160 Samoan History I (3)
Prerequisites: ENG 151
This course introduces the history of Samoa from its earliest beginnings to 1830. The course will review the political, social, economic and religious developments, which played significant roles which molded the Samoan way of life. ***(Note: 3 lecture credits)***

HIS 161 Samoan History II (3)
Prerequisites: ENG 151
This course covers the history of Samoa from 1830 to the present. The course emphasizes the political, social, economic and religious developments that altered traditional Samoan institutions and created modern Samoan societies. ***(Note: 3 lecture credits)***

HIS 162 Pacific History (3)
Prerequisite: ENG 151
This course is a thematic approach to the histories of the Pacific. Themes include migrations and human settlements, discoveries and annexations, and the cultural, sociopolitical and religious developments which affected the lives of the Pacific people. ***(Note: 3 lecture credits)***

HIS 170 World Civilizations I (3)
Prerequisite: ENG 151
This course emphasizes on the development of cultural, social, economic and political institutions in major world areas which have affected the course of human progress from the earliest beginnings to the 16th Century. ***(Note: 3 lecture credits)***

HIS 171 World Civilization II (3)
Prerequisite: ENG 151
This course emphasizes on the development of cultural, social, economic and political institutions in major world areas which have affected the course of human progress from the 16th Century to the present. ***(Note: 3 lecture credits)***

PAD 150 Introduction to Public Administration (3)
Prerequisites: ENG 151

Introduction to the theory and practice of Public Administration, focusing on the administrative environment, including relations between governmental branches; a history of administration; theories of administrative organization; the management of public organizations, including leadership, personnel, and budgetary concepts; planning and evaluating; public policy questions; current and future issues. ***(Note: 3 lecture credits)***

PHIL 150 Introduction to Philosophy (3)
Prerequisite: ENG 151
An introduction into the field and the nature of Philosophy. Includes a critical examination of people's basic values, ethics and beliefs systems. Attempts also to discover what kind of life is best worth living and what ideals are most worth pursuing. ***(Note: 3 lecture credits)***

POL 150 Introduction to American Government (3)
Prerequisite: ENG 151
Theories, structures, functions and techniques of modern American Government; political concepts, institutions, and practices are stressed in this course. ***(Note: 3 lecture credits)***

POL 151 Introduction to American Samoa Government (3)
Prerequisite: ENG 151
This course focuses on the dynamic forces which have shaped the structure of the American Samoa Government from pre-1900 to the present. Relations between the United States Government and the American Samoa Government are discussed, including possible changes to future constitutions. ***(Note: 3 lecture credits)***

POL 160 Introduction to Politics (3)
Prerequisite: ENG 150
This course is an introduction to Political Science as a discipline intimately involved with ideas, concepts, and practices of ethics, and empirical and social scientific inquiry. Appropriate application of concepts and practices are emphasized to respond to and understand the future political changes. **(Note: 3 lecture credits)**

POL 170 Introduction to Public Policy (3)
Prerequisite: ENG 151
This course is an introduction to policy making and policy analysis. Accentuates the processes, theories and applications of public policy making. ***(Note: 3 lecture credits)***

POL 220 Pacific Current Affairs (3)
Prerequisites: ENG 151
The social, cultural, and political environment of Samoa and the Pacific are discussed to provide background review, research and discussion of current issues. ***(Note: 3 lecture credits)***

POL 250 Comparative Politics (3)
Prerequisite: POL 150
Focus is placed on similarities and differences in theory and practice of political systems and ideological movements throughout the world. ***(Note: 3 lecture credits)***

POL 251 International Relations (3)
Prerequisite: POL 150
This course focuses on the major theories of International Relations. The formulation of foreign policies, the role of the international organizations and the diplomatic behavior between nations are examined. ***(Note: 3 lecture credits)***

PSY 150 Introduction to Psychology (3)
Prerequisite: ENG 151
A survey of Psychology, including a historical overview of the development of ideas in the field and an introduction to the field's basic methodological approaches. ***(Note: 3 lecture credits)***

PSY 250 Human Development (3)
Prerequisite: PSY 150
The course studies Human Development from birth through geriatrics. Topics include psycho-social development, cognitive development, physical development, and moral development as compared cross-culturally during each stage of the life cycle. ***(Note: 3 lecture credits)***

REL 150 World Religions (3)

Prerequisite: ENG 151
A comparative survey of the major religious traditions of the world, focusing on each religion's history, doctrines, and present conditions. ***(Note: 3 lecture credits)***

SOC 150 Introduction to Sociology (3)
Prerequisite: ENG 151
An introduction to the field of Sociology. Emphasizes modern sociological theories based on the five concepts of society which are culture, social structure, functional integration, power and social action. Students learn about the existence of human society from a micro to a macro level of societies, and cultural diversities on issues of gender relations, education, socialization, stratification, and mass movement ***(Note: 3 lecture credits)***

SOC 211 Social Issues (3)
Prerequisite: SOC 150
An advanced course emphasizing the interrelationships and development of the theoretical concepts and terminology introduced in SOC 150. Social issues to be addressed include primary and secondary socialization, norms, social institutions, change and deviation, and mass movement. This course is offered only in the spring semester. ***(Note: 3 lecture credits)***

TEACHER EDUCATION DEPARTMENT

Mission:
The American Samoa Community College Teacher Education Department provides preparatory courses for pre- and in-service teachers in the areas of Early Childhood, Elementary Education, Special Education, Educational Technology, and Teaching Samoan Language and Culture. In addition, the Teacher Education Department emphasizes fundamental theories to pedagogical practices, methods and research that will improve the quality of standard-based teaching as an instrument that reflects best teaching and learning practices

Community Advisory Council:
Members: Sherry Sele, Blue Sky; Neil Pilcher, ASEPA; Anita Muliselu, Parent; Olita Ulia, Teacher; Gilbert Fiaui, Student; Puna Tanielu, ASDOE Elementary Office; Sandra Lutu, DOC.

Chairperson and Faculty:
Dr. Larry Purcell, Chairperson; Shirley De la Rosa; Feleni Petelo-Alainuuese; Tero Talamoa; Lance Glodowski; Lusia Peata Pereira, Faculty.

Program Learning Outcomes:
1. Competence in Content and Pedagogy: The teacher has acceptable level of knowledge and skills of the central concepts, tools of inquiry, and structures of the discipline that he or she teaches and creates learning experiences that make aspects of the subject matter meaningful for students.
2. Competence in the Samoan Language, History, and Culture: The teacher is competent and skillful in utilizing the Samoan language, history, and culture as a responsive teaching foundation to enhance learning.
3. Competence in Technology: The teacher is skilled in technology and is knowledgeable about using technology to support instruction and enhance student learning.
4. Competence in Student Diversity: The teacher understands how students differ in their approaches to learning and creates instructional opportunities that are adapted to diverse learners.
5. Designs and provides meaningful learning experiences: The teacher consistently plans and implements meaningful learning experiences for students.
6. Competence in Assessment: The teacher understands and uses formal and informal assessment strategies to evaluate and ensure the continuous intellectual, social, and physical development of the learner
7. Competence in School and Community Relationships: The teacher fosters relationships with school colleagues, parents, and agencies in the larger community to support student learning and well-being.
8. Competence in Professional Development: The teacher is a reflective practitioner who continually evaluates the effects of his or her choices and actions on others (students, parents, and other professionals in the learning community) and who actively seeks opportunities to grow professionally.

ASSOCIATE OF ARTS DEGREE WITH AN EMPHASIS IN ELEMENTARY EDUCATION

Program Statement:

This program provides preparatory courses for pre- and in-service teachers in the areas of Early Childhood, Elementary Education, Special Education, Educational Technology, and Teaching Samoan Language and Culture. In addition, the Teacher Education Department emphasizes fundamental theories to pedagogical practices, methods and research that will improve the quality of standard-based teaching as an instrument that reflects best teaching and learning practices.

Pre-Req	**GENERAL EDUCATION REQUIREMENTS:**			
	Communication			
	ENG 150	Introduction to Literature		**3**
	ENG 151	Freshman Composition		**3**
	SPH 153	Introduction to Speech		**3**
	Information and Technology Literacy			
	ICT 150	Introduction to Computers		**3**
	Critical Thinking			
	MAT 151	Intermediate Algebra		**3**
ENG 150	PHSCI 150/150L	Physical Science/Physical Science Lab		**4**
	Global Awareness and Cultural Competence			
ENG 151	HIS 150	American History I	***OR***	
ENG 151	HIS 151	American History II		
ENG 151	HIS 170	World Civilization I	***OR***	**6**
ENG 151	HIS 171	World Civilization II		
ENG 151	HIS 162	Pacific History		
	Personal Development and Responsibility			
ENG 151	PSY 150	Introduction to Psychology		**3**
	HEA 150	Introduction to Health Science		
			TOTAL GE CREDITS	**28**

CORE FOUNDATIONAL AREA REQUIREMENTS			
	ARTS		
ENG 150	HUMANITIES	ENG 250	**3**
	COMPUTER SCIENCE		
ENG 151	ENGLISH	ENG 251	**3**
ENG 150	HISTORY	HIS 171	**3**
	MATHEMATICS	MAT 250	**4**
	PHYSICAL EDUCATION	PED 152	**1**
SAM 111	SAMOAN AND PACIFIC STUDIES	SAM 151/151L	**4**
ENG 150	SCIENCE	BIO 180/180L	**4**
ENG 150	SOCIAL SCIENCE	PSY 250	**3**
		TOTAL CORE CREDITS	**25**

Pre-Req	**CO-FOUNDATIONAL AREA REQUIREMENTS**		
	ED 150	Introduction to Teaching	3
	ED 157	Introduction to Elementary Curriculum and Instruction	3
PSY 250	ED 215	Introduction to Exceptional Children	3
ED 157	ED 257/257P	Teaching Language Arts to Elem. School Teachers/Practicum	4
		TOTAL CO-FOUNDATIONAL CREDITS	**13**

ASSOCIATE OF ARTS DEGREE WITH AN EMPHASIS IN ELEMENTARY EDUCATION	
General Education Requirements	28
Core Foundational Requirements	25

Co-Foundational Area Requirements	**13**
TOTAL CREDITS	**66**

CERTIFICATE OF PROFICIENCY IN ELEMENTARY EDUCATION

Pre-Req	**GENERAL EDUCATION REQUIREMENTS:**	
Communication		
ENG 150	Introduction to Literature	**3**
SPH 153	Introduction to Speech	**3**
Information and Technology Literacy		
ICT 150	Introduction to Computers	**3**
Critical Thinking		
MAT 151	Intermediate Algebra	**3**
	TOTAL GE CREDITS	**12**

CORE FOUNDATIONAL AREA REQUIREMENTS		
SOCIAL SCIENCE (Select one 3 credit course from one of the three clusters)	Social and Behavioral Courses: **PSY 150**	**3**
	TOTAL CORE CREDITS	**3**

Pre-Req	**CO-FOUNDATIONAL AREA REQUIREMENTS**		
	ED 150	Introduction to Teaching	3
	ED 157	Introduction to Elementary Curriculum & Instruction	3
PSY 250	ED 215	Introduction to Exceptional Children	3
ICT 150	ED 240	Instructional Technology	4
ED 157	ED 257/257P	Teaching Language Arts to Elementary School Teachers	4
ENG 150, SAM 151	ED 280	Introduction to Bilingual Education	3
ENG 150, SAM 151/151L	ED 285/285P	Introduction to Samoan Language & Culture	4
		TOTAL CO-FOUNDATIONAL CREDITS	**24**

CERTIFICATE OF PROFICIENCY IN ELEMENTARY EDUCATION	
General Education Requirements	12
Core Foundational Requirements	3
Co-Foundational Area Requirements	24
TOTAL CREDITS	**39**

Teacher Education Department Course Descriptions:

ECE141 Curriculum I in Early Childhood Education (3)
This course introduces students to theories, methods, techniques, and activities that promote learning through creative expression in children during their early childhood years. Content areas covered will include developmentally appropriate practice, learning environments, learning and interest centers, and the design and implementation of physical, cognitive, communicative, and creative activities for the classroom. This course is designed for the ECE Program. ***(Note: 3 lecture credits)***

ECE142 Curriculum II in Early Childhood Education (3)
This course is a continuation of ECE I; it will advance students in theories, methods, techniques and activities which promote learning through creative expression in children during their early childhood years. Content areas include developmentally appropriate practice, learning and interest centers, and the design and implementation of physical, cognitive, communicative, and creative activities in the classroom. This course is designed for ECE Program**.** ***(Note: 3 lecture credits)***

ECE150 Introduction to Parenthood Education (3)
This course is designed to provide the students with a systematic approach to the study of parent-child relationships. This approach is based upon an understanding of developmental theory and is intended to aid individuals who work with parents and children as well as those who are, or will be parents. ***(Note: 3 lecture credits)***

ECE151 Guiding and Nurturing Young Children (3)
This course is designed to equip the student with skills and techniques for the guidance, nurturing, and direction of the behavior of young children. Such skills and techniques include understanding behaviors according to age, building positive self-concepts, and planning preventive action to deal with social problems such as disturbing others, fighting, biting and other classroom and schoolyard disturbances. ***(Note: 3 lecture credits)***

ECE152 Safety and Health for Young Children (3)
This is an introductory course to issues of safety and health as they relate to children from birth to age eight. It includes training in standard American Red Cross First Aid and Cardiopulmonary Resuscitation (CPR); a study of methods for establishing safety procedures for the classroom, the playground, and field trips, an emphasis on the importance of establishing a healthy environment for the young child. Topics range from the importance of nutritional needs, the identification, and handling of suspected child abuse, recognition of and procedures for dealing with childhood illnesses and communicable diseases. ***(Note: 3 lecture credits)***

ED 150 Introduction to Teaching (3)
This course is designed to introduce students to the fundamental theories and practices of teaching. Students will examine the components of effective organization and management of a classroom in order to ensure effective teaching. This course further covers daily procedures, classroom management, planning and organization, cooperative learning, multiple intelligences, critical thinking, and diverse learning styles within the classroom. APA formatting is required. ***(Note: 3 lecture credits)***

ED 157 Introduction to Elementary Curriculum and Instruction (3)
This introductory course offers fundamental elements of preparing and presenting effective classroom instruction. Students will be able to design daily, weekly, and thematic unit lesson plans in core subjects such as language arts, social studies, mathematics, and science. Students will also demonstrate their abilities by preparing individual and group presentations. Students will further identify research that shows how children learn and how to prepare motivating learning activities for elementary students. APA formatting is required. ***(Note: 3 lecture credits)***

ECE 153 Development in Early Childhood Education (3) *(formerly ED 160 Development of Early Childhood Education)*
Prerequisites: ECE 150
This course is designed to acquaint students with the relationship between theory and practice in Early Childhood Education in order to increase competency of early childhood education in the classroom. This course will focus in on the child‘s cognitive, social, emotional, and physical needs and will provide the novice teacher with the appropriate strategies and knowledge for effective teaching in the pre- through third grade classroom. ***(Note: 3 lecture credits)***

ED 215 Introduction to Exceptional Children (3)
Prerequisites: PSY 250
This course investigates exceptionalities as defined according to federal educational guidelines, including visual impairment, hearing impairment, learning special needs, intellectual disability, physically and health impaired, behaviorally disordered, communication disorders, and gifted. This introductory course will familiarize students with various categories of special needs. This course is a prerequisite for other special education courses and serves to prepare elementary and early childhood majors who serve children with special needs in their classrooms. APA formatting is required. ***(Note: 3 lecture credits)***

ED 240 Instructional Technologies (4)
Prerequisite: ICT 150
This course reviews information and communication technologies and how they are used in education. It reviews and provides hands-on experiences with educational technologies; including, but not limited to, computer systems and peripherals, computer operating systems, and application software (word processing, spreadsheets, presentation software, graphics software, and others); internet resources and issues; video technologies; video teleconferencing and broadcast systems; on-line course management systems; and testing systems. The course will also review the national and local goals, standards, and issues in the use of education technologies for students, teachers, and administrators. Students will be able to prepare on-line lesson plans for the elementary grade classrooms. Lab work includes hands-on experience in the course software and its application to the elementary learning environment. APA formatting is required. ***(Note: 3 lecture credits and 1 lab credit)***

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

Prerequisite: ED 157
This course stresses the phases of language arts development, especially in the areas of reading and writing in the multicultural classroom. This course is designed for students majoring in elementary and early childhood education as well as for teachers wishing to sharpen their professional skills. In addition, students will implement lesson and unit plans with presentations**.** APA formatting is required. ***(Note: 3 lecture credits; Students are required to take both lecture and practicum during the same semester)***

ED 257P Teaching Language Arts to Elementary School Teachers Practicum (1)
Prerequisite: ED 157
ED 257P will provide students the opportunity to be observed by mentor teachers with years of professional teaching experience. Students will meet with their mentor teacher/college instructor to discuss feedback and implement recommendations for the classroom. ***(Note: 1 credit practicum; Students are required to take both lecture and practicum during the same semester)***

ED 280 Introduction to Bilingual Education (3)
Prerequisites: ENG 150, SAM 151/151 L
This course thoroughly examines the ASDOE K-12 Samoan Language curriculum emphasizing mastery of sequence and competency in teaching the standards and benchmarks. The course will prepare students' to integrate the whole language approach to planning, evaluating, and assessing the teaching of the Samoan Language in the classroom. Additionally, opportunities will be provided for students' to explore theories of language acquisition introduced in related teacher education course work. The prescribed English language arts text used as a reference is adopted in conformity with teaching in American Samoa. APA formatting is required. ***(Note: 3 lecture credits)***

ED 285 Teaching Samoan Language and Culture (3)
Prerequisites: ENG 150, SAM 151/151L

This course offers a thorough study of the ASDOE K-12 Samoan Language curriculum, emphasizing mastery of sequencing of levels and scope. It will help students use the whole language approach to plan, implement and assess/evaluate the teaching of Samoa Language in their classrooms. It reviews the theories of language acquisition introduced in other teacher education courses. ***(Note: 3 lecture credits; Students are required to take both lecture and practicum during the same semester)***

ED 285P Teaching Samoa Language and Culture Practicum (1)
Pre-requisite: ENG 150, SAM 151/151L
This course will provide students the opportunity to be observed by mentor teachers with years of professional teaching experience. Students will meet with their mentor teacher/college instructor to discuss feedback and implement recommendations for the classroom**.** ***(Note: 1 credit practicum; Students are required to take both lecture and practicum during the same semester)***

TRADES AND TECHNOLOGY DEPARTMENT

Mission:
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 Certificates of Completion (COC), Certificate of Proficiencies (COP) and Associate of Science (AS) degrees, based on national standards, with input from local, public and private entities. In addition, TTD develops programs that prepare students for entry-level employment, upgrades skills of incumbent workers, and prepares them for

professional licensure and certification. The Trades and Technology Division provides preparatory training for students to further their education and training beyond ASCC.

Community Advisory Council by Program:

Air Condition & Refrigeration:
Peter Mario, TRANSPAC; Lolo Pilimai, Pacific Air Conditioning and Refrigeration.

Architectural Drafting Technology:
Etimani Elisara, DBAS; Mala Ualita, TOFR.

Auto Body Repair:
Chris Banse, Accords Collision; Anthony Tuiolosega, Dell Motor Sports; Adam Sione, ASCO Motors; House Representative Puletu Dick Koko.

Automotive Technology:
Pani Ng Lam, ASCO Motors; Sam Chong, ASG FireCrash; Savelio Lieu Kuey, Haleck Motors; David Yakim, Samoa Motors.

Carpentry:
Dean Hudson, Fletcher; Gus Viena; Mark Liersch, McConnell Dowell; Kenape Aumavae, ASCC Maintenance; Duke Purcell; Peter Crispin, Tool Shop.

Civil Engineering Technology:
Faafetai Wells, DBAS; William Sword, BP; Estella Rubin, DPW.

Diesel:
Harvey Golk, Harvey enterprises; Primo Nauer, Pacific Products; Russel Cox, Industrial Gases.

Electrical Technology Program:
Peter Young, ASMC Young Electric Inc.; Reno Vivao, ASPA; Paul McGowan, StarKist Samoa; Sopoaga Sagaga, Fofoga Electric; Theodore Leiato, ASPA; Electronic Alex Sene Jr., ASTCA; Ted Leiato, ASPA; Reno Vivao, ASPA.

Information Communication Technology:
Mr. John Newton; Mrs. Connie Shimasaki, ASPA; Sal Augafa, BlueSky Communications; Stephen Petaia, Petaia Media; Tupulua Ta'ase, ASDOE.

Welding:
Andy Wearing, Samoa Gases; Russell Cox, Industrial Gases; Lagofaatasi Sanonu, ASPA.

Chairperson and Faculty:
Frederick R. Suisala, Chairperson; Adullum Esera; Robert Moore; Ernie Seiuli, Faculty.

Program Learning Outcomes:

1. Demonstrate and Perform: To demonstrate working knowledge of safety procedures, test instruments, and tools and equipment of their discipline. Therefore, to obtain, analyze and synthesize gathered information necessary to complete an assigned task(s).
2. Work Ethics: Attain skills for entry-level employment in their chosen field of study and related fields including work ethics to be a successful employee.
3. Technology Applications: To utilize appropriate technological tools, terminology and procedures for personal, academic, and career tasks; To evaluate from a variety of sources and contexts, including technology.
4. Information Communications: To think critically in evaluating information, solving problems and making decisions; in addition to reading and listening actively to learn and communicate.

CERTIFICATE OF PROFICIENCY IN AIR CONDITIONING AND REFRIGERATION (ACR)

Pre-Req	**GENERAL EDUCATION REQUIREMENTS**		
	ENG 150	Freshman Composition	3
	MAT 151	Intermediate Algebra	3
	PHSCI 150/150L	Physical Science	4
		TOTAL GE CREDITS	**10**

Pre-Req	**CO-FOUNDATIONAL AREA REQUIREMENTS**		
	ACR 100	Introduction to Air Conditioning and Refrigeration	3
ACR 100	ACR 240	Intermediate Air Conditioning and Domestic Cooling System	5
ACR 100	ACR 280	Domestic and Commercial Refrigeration	5
		TOTAL CO-FOUNDATIONAL CREDITS	**13**

Pre-Req	**PROGRAM REQUIREMENTS**		
	ETP 100	Basic Electrical Theory I	3
	ETP 120	Basic Electrical Theory II	4
	BPR 200	Blueprint reading	3
		TOTAL PROGRAM REQUIREMENT CREDITS:	**10**

CERTIFICATE OF PROFICIENCY IN AIR CONDITIONING & REFRIGERATION	
General Education Requirements	10
Co-Foundational Area Requirements	13
Program Requirements	10
TOTAL CREDITS	**33**

Air Condition and Refrigeration Course Descriptions:

ACR 100 Introduction to Air Conditioning and Refrigeration (3)
This course is designed to provide students with an introduction to the air conditioning and refrigeration industry. Classroom lectures and instruction are in basic theory, terminology, schematics and tools for the air conditioning and refrigeration program. ***(Note: 3 lecture credits)***

ACR 240 Intermediate to Air Conditioning and Domestic Cooling System (5)
Prerequisite: ACR 100
This course is designed to provide students with knowledge and skills in refrigeration and an in-depth study covering refrigerant pressures, sub cooling, super heating, compression systems, metering devices and system charging. Residential air conditioning wall mount split, central and automotive units will be covered. Lab will include troubleshooting, leak detection, evacuation, and recharging of a/c units. ***(Note: 3 lecture credits, 2 lab credits)***

ACR 280 Domestic and Commercial Refrigeration (5)
Prerequisite: ACR 100
This course is designed to provide students with an in-depth study of refrigeration systems, servicing, heat loads, absorption principles, special refrigeration devices, and application. Intermediate maintenance, troubleshooting, and repair of domestic and commercial refrigeration units will be covered, as well as theories and application of electricity as they apply to domestic and commercial refrigeration offered during our laboratory sessions. ***(Note: 3 lecture credits, 2 lab credits)***

ASSOCIATE OF SCIENCE DEGREE IN ARCHITECTURAL DRAFTING

Program Statement:
The Architectural Drafting and CAD Technologies curriculum prepares individuals with knowledge and skills that can lead to immediate employment in the field of architecture. Students receive instruction in construction document preparations as well as complete design projects. The emphasis in the program is on AutoCAD technical drawing software used to create construction drawings. Upon completion, graduates have career opportunities within the architectural and construction professions as well as in industry and government.

Pre-Req	**GENERAL EDUCATION REQUIREMENTS:**		
	Communication		
	ENG 150	Introduction to Literature	**3**
	ENG 151	Freshman Composition	**3**
	SPH 153	Introduction to Speech	**3**
	Information and Technology Literacy		
	ICT 150	Introduction to Computers	**3**
	Critical Thinking		
	MAT 151	Intermediate Algebra	**3**
ENG 150	PHSCI 150/150L	Physical Science/Physical Science Lab	**4**
	Global Awareness and Cultural Competence		
ENG 151	HIS 150	American History I ***OR***	
ENG 151	HIS 151	American History II	
ENG 151	HIS 170	World Civilization I ***OR***	**6**
ENG 151	HIS 171	World Civilization II	
ENG 151	HIS 162	Pacific History	
	Personal Development and Responsibility		
ENG 151	PSY 150	Introduction to Psychology	**3**
	HEA 150	Introduction to Health Science	
		TOTAL GE CREDITS	**28**

Pre-Req	**CO-FOUNDATIONAL AREA REQUIREMENTS**		
	ADT 140	House Wiring Elements	3
	ADT 150	Architectural Drafting I	3
	ADT 160	Introduction to AutoCAD	3
ADT 150	ADT 210	Architectural Drafting III	5
ADT 150	ADT 230	Advanced Architectural Drafting	4
ETP 150	ADT 251	Electrical Structural Design	4
ADT 160	ADT 260	Advanced AutoCAD	4
ADT 160	ADT 280	Elements of Structural Drawing	3
	BPR 200	Blueprint Reading I	3
		TOTAL CO-FOUNDATIONAL CREDITS	**32**

Pre-Req	**PROGRAM REQUIREMENTS**		
	ART 160	Design Fundamentals	3
	MAT 155	Vocational Technical Mathematics	3
		TOTAL PROGRAM REQUIREMENT CREDITS	**6**

ASSOCIATE OF SCIENCE DEGREE IN ARCHITECTURAL DRAFTING	
General Education Requirements	28
Co-Foundational Area Requirements	32
Program Requirements	6
TOTAL CREDITS	**66**

CERTIFICATE OF PROFICIENCY IN ARCHITECTURAL DRAFTING

Pre-Req	**GENERAL EDUCATION REQUIREMENTS:**		
	Communication		
	ENG 151	Freshman Composition	3
	Information and Technology Literacy		
	ICT 150	Introduction to Computers	3
	Critical Thinking		
	MAT 151	Intermediate Algebra	3
		TOTAL GE CREDITS	**9**

Pre-Req	CO-FOUNDATIONAL AREA REQUIREMENTS		
	ADT 150	Architectural Drafting I	3
	ADT 160	Introduction to AutoCAD	3
ADT 140	ADT 190	Residential Planning and Design	3
ADT 150	ADT 210	Architectural Drafting II	5
ADT 140	ADT 215	Construction Codes	3
ETP 150	ADT 251	Electrical Structural Design	4
ADT 160	ADT 260	Advanced AutoCAD	4
ADT 160	ADT 280	Elements of Structural Drawing	3
	BPR 200	Blueprint Reading I	4
		TOTAL CO-FOUNDATIONAL CREDITS	**32**

CERTIFICATE OF PROFICIENCY IN ARCHITECTURAL DRAFTING	
General Education Requirements	9
Co-Foundational Area Requirements	32
TOTAL CREDITS	**41**

Architectural Drafting Technology (ADT) Course Descriptions:

ADT 140 House Wiring Elements (3) ***(formerly ADT 140 Residential House Wiring)***
This course is designed to theoretically identify the elements of residential wiring, basic parallel and series circuits, safety standards and practices, lighting circuits, outlet circuits, fusing and circuit breaker installation, and two and three way switching. All wiring practices to meet National Electrical Code (NEC) standards will be covered throughout the course. ***(Note: 3 lecture credits)***

ADT 150 Architectural Drafting I
This course is designed to introduce basic concepts of technical drawing. It will also cover perception theories, lettering, sketching techniques, use of drafting instruments, orthographic projection, basic dimensioning, and pictorial drawings. ***(Note: 3 lecture credits)***

ADT 160 Introduction to AutoCAD (3)
This course is designed as an introductory course to Computer Aided Drafting designed for classroom instruction or self-study. It also provides complete instructions in Master AutoCAD commands. Lessons start with systematic instructions followed by exercises designed for practicing commands learned within the lessons. ***(Note: 3 lecture credits)***

ADT 190 Residential Planning and Designing (3)
Prerequisite: ADT 150
This course, which applies use of graphic standards, deals mainly with proper room layout techniques and building orientation in relation to the environment/ surroundings and climate. It also focuses on creating site plan for proposed project site using AutoCAD software. ***(Note: 3 lecture credits)***

ADT 210 Architectural Drafting II (5) ***(formerly ADT 210 Architectural Drafting III)***
Prerequisite: ADT 150
This course includes the theory and practice involved in producing and organizing drawings using Computer Aided Design techniques. Students are exposed to design layout and construction used in steel, concrete, masonry and wood systems. Independent research emphasized. All drawing is done using Computer Aided Design software. ***(Note: 4 lecture credits, 1 lab credit)***

ADT 215 Construction Codes (3)
Prerequisite: ADT 150
This course explores the ramifications of codes on building projects. The student applies the materials of the course relating to zoning, building, and accessibility requirements (ADA) to drawing projects in the co-requisite course. This is a lecture, discussion, and exercise course. ***(Note: 3 lecture credits)***

ADT 230 Advanced Architectural Drafting (4) ***(formerly ADT 230 Architectural Drafting IV)***

Prerequisite: ADT 150
This is an advanced architectural structural drafting course using wood, reinforced concrete, stone and structural engineering. Students gain practical experience in designing eight unit apartment buildings, specifications, estimating and architectural models. ***(Note: 3 lecture credits, 1 lab credit)***

ADT 251 Electrical Designs (4)
Prerequisite: ETP 150
This course will help students majoring in Architectural Drafting to design electrical plans for local houses, draw electrical plans, understand electrical terms, use electrical symbols and notes, interpret GFCI and know how to use it, determine the total amount of VA for kitchen, dining, and garage; calculate each circuit, and do the calculation to determine the size of the house panel. ***(Note: 2 lecture credits, 2 lab credits)***

ADT 260 Advanced AutoCAD (4)
Prerequisite: ADT 160
This course is designed specifically for students who wish to pursue Computer Aided Drafting and Design areas of study or who wish to gain employment in the field. Extensive hands-on practical drafting and design projects are undertaken by the student***. (Note: 4 lecture credits)***

ADT 280 Elements of Structural Drawing (3)
Prerequisite: ADT 160
This course is focused in practical and theoretical structural engineering procedures and testing through discussion and application forces, movement, deflection, tension, and mechanical advantage. ***(Note: 3 lecture credits)***

BPR 200 Blueprint Reading I (3)
This course provides print reading experience in residential construction. Print reading fundamentals, construction materials, and light frame construction utilized in residential construction are covered in detail. ***(Note: 3 lecture credits)***

ASSOCIATE OF SCIENCE DEGREE IN AUTO BODY REPAIR (ABR)

Program Statement:
The auto body repair degree program is designed to prepare students for entry level employment in the auto body repair and collision industry. The program also provides hands-on instruction to ensure that a student acquires the knowledge, skills and abilities as well as safety practices to begin a successful career as an auto body technician.

Pre-Req	**GENERAL EDUCATION REQUIREMENTS:**			
	Communication			
	ENG 150	Introduction to Literature		**3**
	ENG 151	Freshman Composition		**3**
	SPH 153	Introduction to Speech		**3**
	Information and Technology Literacy			
	ICT 150	Introduction to Computers		**3**
	Critical Thinking			
	MAT 151	Intermediate Algebra		**3**
ENG 150	PHSCI 150/150L	Physical Science/Physical Science Lab		**4**
	Global Awareness and Cultural Competence			
ENG 151	HIS 150	American History I	***OR***	
ENG 151	HIS 151	American History II		
ENG 151	HIS 170	World Civilization I	***OR***	**6**
ENG 151	HIS 171	World Civilization II		
ENG 151	HIS 162	Pacific History		
	Personal Development and Responsibility			
ENG 151	PSY 150	Introduction to Psychology		**3**
	HEA 150	Introduction to Health Science		
			TOTAL GE CREDITS	**28**

Pre-Req	**CO-FOUNDATIONAL AREA REQUIREMENTS**		
	ABR 100	Introduction to Automotive Collision	3

	ABR 140	Welding and Cutting	6
ABR 140	ABR 250	Minor Body Repairs	4
ABR 140	ABR 255	Full and Partial Panel Replacement	4
ABR 255	ABR 265	Corrosion Body Fillers and Repairs	4
ABR 265	ABR 270	Surface Preparations for Refinishing	3
ABR 270	ABR 275	Equipment Preparations and Maintenance for Refinishing	3
ABR 275	ABR 290	Applying the Finish	4
		TOTAL CO-FOUNDATIONAL CREDITS	**31**

Pre-Req	**PROGRAM REQUIREMENTS**		
	ETP 100	Basic Electrical Theory I	3
		TOTAL PROGRAM REQUIREMENT CREDITS:	**3**

ASSOCIATE OF SCIENCE DEGREE IN AUTO BODY REPAIR	
General Education Requirements	28
Co-Foundational Area Requirements	31
Program Requirements	3
TOTAL CREDITS	**62**

CERTIFICATE OF PROFICIENCY IN AUTO BODY REPAIR

Pre-Req	**GENERAL EDUCATION REQUIREMENTS:**		
	Communication		
	ENG 150	Introduction to Literature	**3**
	MAT 151	Intermediate Algebra	**3**
	Information and Technology Literacy		
	ICT 150	Introduction to Computers	**3**
		TOTAL GE CREDITS	**9**

Pre-Req	**CO-FOUNDATIONAL AREA REQUIREMENTS**		
	ABR 100	Introduction to Automotive Collision	3
	ABR 140	Welding and Cutting	6
ABR 140	ABR 250	Minor Body Repairs	4
ABR 250	ABR 255	Full and Partial Panel Replacement	4
ABR 255	ABR 265	Corrosion Body Filers and Repairs	4
ABR 265	ABR 270	Surface Preparations for Refinishing	3
ABR 270	ABR 275	Equipment Preparations and Maintenance and for Refinishing	4
ABR 275	ABR 290	Applying the Finish	4
		TOTAL CO-FOUNDATIONAL CREDITS	**32**

Pre-Req	**PROGRAM REQUIREMENTS**		
	ETP 100 I	Basic Electrical Theory I	3
		TOTAL PROGRAM REQUIREMENT CREDITS:	**3**

CERTIFICATE OF PROFICIENCY IN AUTO BODY REPAIR	
General Education Requirements	9
Co-Foundational Area Requirements	32
Program Requirements	3
TOTAL CREDITS	**44**

CERTIFICATE OF COMPLETION IN

INTRO TO AUTO BODY REPAIR

Pre-Req	**PROGRAM REQUIREMENTS**		
	ENG 90	Advanced Reading	3
	ENG 91	Advanced Writing	3
	MAT 90	Elementary Algebra	4
	ETP 100 I	Basic Electrical Theory I	3
		TOTAL PROGRAM REQUIREMENT CREDITS:	**13**

Pre-Req	**CO-FOUNDATIONAL AREA REQUIREMENTS**		
	ABR 100	Introduction to Automotive Collision	3
		TOTAL CO-FOUNDATIONAL CREDITS	**3**

CERTIFICATE OF COMPLETION IN INTRO TO AUTO BODY REPAIR	
Program Requirements	13
Co-Foundational Area Requirements	3
TOTAL CREDITS	**16**

Auto Body Repair (ABR) Course Descriptions:

ABR 100 Introduction to Automotive Collision (3)
This course prepares the student for the safety practices in the auto repair shop environment. Students will gain an understanding of the program requirements, college policies, and occupational/industry expectations as well as an insight into career opportunities. This course will also introduce the student to the use of basic hand tools, power tools and specialty tools required in the auto body industry. ***(Note: 3 lecture credits)***

ABR 140 Welding and Cutting (6)
ABR majors only. This course will introduce the student to basic Oxy-Acetylene welding techniques. Basic shielded arc welding, MIG, TIG, and plasma cutting techniques will also be introduced. ***(Note: 4 lecture credits, 2 lab credits)***

ABR 250 Minor Body Repairs (4)
Prerequisite: ABR 140
This course will introduce the student to the fundamentals in classifying body damage, analyzing sheet metal damage, metal straightening, and the proper selection of tools and techniques. Students will work on group and individual projects to hone their skills. ***(Note: 2 lecture credits, 2 lab credits)***

ABR 255 Full & Partial Panel Replacement (4)
Prerequisite: ABR 140
This course will introduce the student to factory attachment methods of structural/nonstructural full and partial panels, and the proper procedures for replacing these components. The method of sectioning structural/non-structural components will also be explored. Students will work on group and individual projects to hone their skills. ***(Note: 1 lecture credit, 3 lab credits)***

ABR 265 Corrosion, Body Fillers and Plastic Repairs (4)
Prerequisite: ABR 255
This course will introduce the student to corrosion restoration, application of body fillers and plastic repairs. Instruction will focus on the preparation of the surface to be repaired. Students will work on group and individual projects to hone their skills. ***(Note: 1 lecture credit, 3 lab credits)***

ABR 270 Surface Preparations for Refinishing (3)
Prerequisite: ABR 265
This course instructs the student how to determine the condition of the vehicle's finish and plan the required steps for refinishing the vehicle. Students will work on group and individual projects to hone their skills. ***(Note: 1 lecture credit, 2 lab credits)***

ABR 275 Equipment Preparations and Maintenance for Refinishing (3)
Prerequisite: ABR 270

This course introduces students to the safety procedures, proper operation, preparation, and maintenance of the tools and equipment used for automotive refinishing. ***(Note: 1 lecture credit, 2 lab credits)***

ABR 290 Applying the Finish (4)
Prerequisite: ABR 275
This course will introduce the student to applying surface top coat, applying prime-scaler, applying single stage paint, base, clear coat and tri-coat finishes of a complete rail section, rocker panel, A and B pillar, floor plan, truck floor and full body section. ***(Note: 1 lecture credit, 3 lab credits)***

ASSOCIATE OF SCIENCE DEGREE IN AUTOMOTIVE TECHNOLOGY

Program Statement
This degree is designed to prepare students for an entry level position in the automotive repair industry. The student will be well equipped with the knowledge, skills and abilities in utilizing appropriate diagnostic equipment, documentation, tool usage, safety practices and troubleshooting principles on various automotive systems to succeed in the automotive field.

Pre-Req	**GENERAL EDUCATION REQUIREMENTS:**		
	Communication		
	ENG 150	Introduction to Literature	**3**
	ENG 151	Freshman Composition	**3**
	SPH 153	Introduction to Speech	**3**
	Information and Technology Literacy		
	ICT 150	Introduction to Computers	**3**
	Critical Thinking		
	MAT 151	Intermediate Algebra	**3**
ENG 150	PHSCI 150/150L	Physical Science/Physical Science Lab	**4**
	Global Awareness and Cultural Competence		
ENG 151	HIS 150	American History I ***OR***	
ENG 151	HIS 151	American History II	
ENG 151	HIS 170	World Civilization I ***OR***	**6**
ENG 151	HIS 171	World Civilization II	
ENG 151	HIS 162	Pacific History	
	Personal Development and Responsibility		
ENG 151	PSY 150	Introduction to Psychology	**3**
	HEA 150	Introduction to Health Science	
		TOTAL GE CREDITS	**28**

Pre-Req	**CO-FOUNDATIONAL AREA REQUIREMENTS**		
	AUTO 172	Engine Performance	6
	AUTO 174	Automotive Braking System	6
	AUTO 176	Automotive Steering and Suspension	6
	AUTO 178	Electrical/Electronic	6
	AUTO 280	Engine Diagnosis and Repair	6
	AUTO 282	Transmission and Transaxles	6
		TOTAL CO-FOUNDATIONAL CREDITS	**36**

Pre-Req	**PROGRAM REQUIREMENTS:**		
	MAT 155	Vocational Technical Mathematics	**3**
		TOTAL PROGRAM REQUIREMENT CREDITS	**3**

ASSOCIATE OF SCIENCE DEGREE IN AUTOMOTIVE TECHNOLOGY	
General Education Requirements	28
Co-Foundational Area Requirements	36
Program Requirement	3
TOTAL CREDITS	**67**

CERTIFICATE OF PROFICIENCY IN BASIC AUTOMOTIVE TECHNOLOGY

Pre-Req	**GENERAL EDUCATION REQUIREMENTS:**		
	Communication		
	ENG 150	Introduction to Literature	**3**
	MAT 151	Intermediate Algebra	**3**
		TOTAL GE CREDITS	**6**

Pre-Req	**CO-FOUNDATIONAL AREA REQUIREMENTS**		
	AUTO 100	Fundamentals of Auto Mechanics	3
AUTO 100	AUTO 172	Automotive Engine Performance	6
AUTO 100	AUTO 174	Automotive Braking System	6
AUTO 100	AUTO 176	Automotive Steering and Suspension	6
AUTO 100	AUTO 178	Automotive Electrical/Electronics	6
		TOTAL CO-FOUNDATIONAL CREDITS	**27**

Pre-Req	**PROGRAM REQUIREMENTS:**		
	MAT 155	Vocational Technical Mathematics	**3**
		TOTAL PROGRAM REQUIREMENT CREDITS	**3**

CERTIFICATE OF PROFICIENCY IN ADVANCED AUTOMOTIVE TECHNOLOGY	
General Education Requirements	6
Co-Foundational Area Requirements	27
Program Requirements	3
TOTAL CREDITS	**36**

CERTIFICATE OF PROFICIENCY IN ADVANCED AUTOMOTIVE TECHNOLOGY

Pre-Req	**GENERAL EDUCATION REQUIREMENTS:**		
	Communication		
	ENG 150	Introduction to Literature	**3**
	MAT 151	Intermediate Algebra	**3**
	Information and Technology Literacy		
	ICT 150	Introduction to Computers	**3**
		TOTAL GE CREDITS	**9**

Pre-Req	**CO-FOUNDATIONAL AREA REQUIREMENTS**		
AUTO 100	AUTO 250	Advanced Auto Engine Performance	3
	AUTO 280	Automotive Engine Diagnosis and Repair	6
	AUTO 282	Automotive Transmission, Transaxle and Drive train	6
	AUTO 284	Automotive Cooling/Heating and Air Conditioning	5
		TOTAL CO-FOUNDATIONAL CREDITS	**20**

Pre-Req	**PROGRAM REQUIREMENTS:**		
	MAT 155	Vocational Technical Mathematics	**3**
		TOTAL PROGRAM REQUIREMENT CREDITS	**3**

CERTIFICATE OF PROFICIENCY IN ADVANCED AUTOMOTIVE TECHNOLOGY	
General Education Requirements	9
Co-Foundational Area Requirements	20
Program Requirement	3

TOTAL CREDITS	**32**

CERTIFICATE OF COMPLETION IN FUNDAMENTALS OF AUTOMOTIVE

Pre-Req	**PROGRAM REQUIREMENTS**		
	ENG 90	Advanced Reading	3
	ENG 91	Advanced Writing	3
	MAT 90	Elementary Algebra	4
	ETP 100 I	Basic Electrical Theory I	3
		TOTAL PROGRAM REQUIREMENT CREDITS:	**13**

Pre-Req	**CO-FOUNDATIONAL AREA REQUIREMENTS**		
	AUTO 100	Fundamentals of Auto Mechanics	3
		TOTAL CO-FOUNDATIONAL CREDITS	**3**

CERTIFICATE OF COMPLETION IN FUNDAMENTALS OF AUTOMOTIVE	
Program Requirements	13
Co-Foundational Area Requirements	3
TOTAL CREDITS	**16**

Automotive Technology (AUTO) Course Descriptions:

AUTO 100 Fundamentals of Automotive Mechanics (3)
This course is an introduction to the automotive technology program and profession. This survey course is designed to introduce basic tools and fasteners and the related mathematics required in the automotive service as well as shop safety and work ethics. In addition, it is recommended for those students desiring entrance into the Automotive Technology Morning/Afternoon Program. ***(Note: 3 lecture credits)***

AUTO 172 Automotive Engine Performances (9)
This course is a study of the engine subsystems responsible for good engine performance, clean air, and fuel economy. Systems to be covered include ignition, fuel, emission, and computer controls. ***(Note: 5 lecture credits, 4 lab credits)***

AUTO 174 Automotive Braking Systems (6)
This course is a study of the automotive braking system. Emphasis will be placed on the theory, operation, diagnosis, and repair of modern braking systems. This course will also cover traction control systems as well as power and anti-lock braking systems. ***(Note: 5 lecture credits, 1 lab credit)***

AUTO 176 Automotive Steering and Suspension (6)
This course is a study of automotive steering and suspension. Emphasis will be placed on the theory, operation, diagnosis, and repair of modern steering and suspension systems. Topics include four-wheel steering, tires and wheels, and supplemental inflatable restraint systems, and four-wheel alignment and adjustments. ***(Note: 5 lecture credits, 1 lab credit)***

AUTO 178 Automotive Electrical/Electronics (9)
This course involves the study of electrical fundamentals, electrical test equipment, automotive batteries, starting and charging systems, wiring diagrams, lighting circuits, various advanced body electrical circuits and controls. The primary emphasis of this course is on diagnosis, testing, and repair. ***(Note: 5 lecture credits, 4 lab credits)***

AUTO 250 Advanced Auto Engine Performances (3)
Prerequisite: AUTO 100
This course is an in-depth study of import and domestic computerized engine controls. Emphasis will be placed on the theory, operation, and testing procedures necessary to accurately diagnose and repair drivability complaints. ***(Note: 2 lecture credits, 1 lab credit)***

AUTO 280 Automotive Engine Diagnosis and Repair (6) ***(formerly AUTO 180)***
This course is a detailed study of various engine designs and materials. Lab will include diagnosis, inspection, repair methods, and parts necessary for complete engine repair. In addition, various machines and machining operations will be covered**.** ***(Note 5 lecture credits, 1 lecture credit)***

AUTO 282 Automotive Transmission, Transaxle, and Drive Trains (9) ***(formerly AUTO 182)***
This course is a detailed study of the clutch system, standard and automatic transmissions, transaxles, drive lines and differentials: theory of operation including: friction materials, hydraulics, torque converters, gear trains, planetary gears, and controls as well as gear ratios, torque multiplication, speeds, drive line angles and tooth patterns. ***(Note: 6 lecture credits, 3 lab credits)***

AUTO 284 Automotive Cooling/Heating and Air Conditioning (5) ***(formerly AUTO 184)***
This course covers the theory and operation of cooling, heating, and air conditioning systems. Lab practices include maintenance, testing, diagnosis, and repair of these systems. ***(Note: 4 lecture credits, 1 lab credit)***

ASSOCIATE OF SCIENCE DEGREE IN CARPENTRY

Program Statement:
This degree program is designed to prepare students for entry level employment in carpentry and construction-related industries. The program also provides hands-on instruction to ensure that students acquire the knowledge, skills and abilities as well as safety practices to succeed in the construction industry.

Pre-Req	**GENERAL EDUCATION REQUIREMENTS:**			
	Communication			
	ENG 150	Introduction to Literature		**3**
	ENG 151	Freshman Composition		**3**
	SPH 153	Introduction to Speech		**3**
	Information and Technology Literacy			
	ICT 150	Introduction to Computers		**3**
	Critical Thinking			
	MAT 151	Intermediate Algebra		**3**
ENG 150	PHSCI 150/150L	Physical Science/Physical Science Lab		**4**
	Global Awareness and Cultural Competence			
ENG 151	HIS 150	American History I	***OR***	
ENG 151	HIS 151	American History II		
ENG 151	HIS 170	World Civilization I	***OR***	**6**
ENG 151	HIS 171	World Civilization II		
ENG 151	HIS 162	Pacific History		
	Personal Development and Responsibility			
ENG 151	PSY 150	Introduction to Psychology		**3**
	HEA 150	Introduction to Health Science		
			TOTAL GE CREDITS	**28**

Pre-Req	**CO-FOUNDATIONAL AREA REQUIREMENTS**		
	CARP 100	Hand Tools and Power Tools	3
	CARP 120	Plans, Building Codes and Specifications	3
CARP 120	CARP 150	Footing and Foundations	4
CARP 120	CARP 160	Walls, Ceilings and Framing	4
CARP 120	CARP 170	Roofing Styles and Types	4
CARP 150	CARP 180	Plumbing	4
CARP 150	CARP 200	Exterior Doors, Windows and Trim	4
CARP 200	CARP 220	Interior Floors and Finishes	5
		TOTAL CO-FOUNDATIONAL CREDITS	**31**

Pre-Req	**PROGRAM REQUIREMENTS**		
	MAT 155	Vocational Technical Mathematics	3

		TOTAL PROGRAM REQUIREMENT CREDITS:	**3**

ASSOCIATE OF SCIENCE DEGREE IN CARPENTRY	
General Education Requirements	28
Co-Foundational Area Requirements	31
Program Requirements	3
TOTAL CREDITS	**62**

CERTIFICATE OF PROFICIENCY IN CARPENTRY

Pre-Req	**GENERAL EDUCATION REQUIREMENTS:**		
	Communication		
	ENG 151	Freshman Composition	**3**
	MAT 151	Intermediate Algebra	**3**
	Information and Technology Literacy		
	ICT 150	Introduction to Computers	**3**
		TOTAL GE CREDITS	**9**

Pre-Req	**CO-FOUNDATIONAL AREA REQUIREMENTS**		
	CARP 100	Hand Tools and Power Tools	3
	CARP 120	Plans, Building Code and Specifications	3
CARP 120	CARP 150	Footing and Foundations	4
CARP 120	CARP 160	Walls, Ceilings and Framing	4
CARP 120	CARP 170	Roofing Styles and Types	4
CARP 150	CARP 180	Plumbing	4
CARP 150	CARP 200	Exterior Doors, Windows and Trim	4
CARP 200	CARP 220	Interior Floors and Finishes	5
		TOTAL CO-FOUNDATIONAL CREDITS	**31**

	PROGRAM REQUIREMENTS		
	MAT 155	Vocational Technical Mathematics	3
		TOTAL PROGRAM REQUIREMENT CREDITS:	**3**

CERTIFICATE OF PROFICIENCY IN CARPENTRY	
General Education Requirements	9
Co-Foundational Area Requirements	31
Program Requirements	3
TOTAL CREDITS	**43**

CERTIFICATE OF COMPLETION IN CARPENTRY FUNDAMENTALS

	PROGRAM REQUIREMENTS		
	ENG 90	Advanced Reading	3
	ENG 91	Advanced Writing	3
	MAT 90	Elementary Algebra	4
		TOTAL PROGRAM REQUIREMENT CREDITS:	**10**

	CO-FOUNDATIONAL AREA REQUIREMENTS		
	CARP 100	Hand Tools and Power Tools	3
	CARP 120	Plans, Building Code and Specifications	3
		TOTAL CO-FOUNDATIONAL CREDITS	**6**

CERTIFICATE OF COMPLETION IN CARPENTRY FUNDAMENTALS	
Program Requirements	10
Co-Foundational Area Requirements	6
TOTAL CREDITS	**16**

Carpentry (CARP) Course Descriptions:

CARP 100 Hand and Power Tools (3)
The goal of this course is to familiarize the students with (a) hand tools such as pliers, handsaw, hacksaw, T-square, tape measure, hammer, crowbar, and many other hand tools used in carpentry, (b) Power tools such as a table saw, miter saw, circular saw, drill, jointer, rotary hammer, and other power tools associated with carpentry and (c), safety with these tools in the workplace. ***(Note: 3 lecture credits)***

CARP 120 Plans, Building Codes, and Specifications (3)
This course is designed to teach students how to read architectural drawings (plans) and correctly interpret the information found in written specifications. The students will be able to understand and align specifications with local and federal building codes. ***(Note: 3 lecture credits)***

CARP 150 Footings and Foundations (4)
Prerequisite: CARP 120
This course will present an overview of footings and foundations in construction, explaining and identifying different layouts in footing and foundations. Students will prepare materials; calculate the cost for a building site, and layout a site with a transit, locating property lines and corners. Students calculate the amount of concrete needed for footing and foundation walls and construct different types of foundations and forms to distribute and displace the overall weight of a structure. ***(Note: 2 lecture credits, 2 lab credits)***

CARP 160 Walls and Ceiling Framing (4)
Prerequisite: CARP 120
This course will examine how to build and frame walls. Wall framing is the assembling of vertical and horizontal members that form the outside and inside walls of a structure. This frame supports the upper floors, ceilings and the roof. Students will learn the importance of sole plates, top plates, studs headers, and sheathing. ***(Note: 2 lecture credits, 2 lab credits)***

CARP 170 Roofing Styles and Types (4)
Prerequisite: CARP 120
This course will identify the different types and styles of roofing and their purpose, identifying and analyzing different architectural designs. Types of roofs covered in this course will include (a) Gable; Two surface (b) Hip; Four surface (c) Flat; One surface roofs. ***(Note: 2 lecture credits, 2 lab credits)***

CARP 180 Plumbing (4)
Prerequisite: CARP 150
This course is designed to identify the importance of plumbing in the building industry. Students will learn how to install, repair pipes, replace and cut different types of pipes and use different kinds of glues and waterproof adhesive. Students will also learn how to use basic math principles in the application of these skills in areas of cost estimation, area and square footage and job calculations. ***(Note: 2 lecture credits, 2 lab credits)***

CARP 200 Exterior and Interior Doors, Windows and Trim (4)
Prerequisite: CARP 150
This course is designed to select materials with confidence and build homes to last. This course covers information on systems during the three stages of new construction: foundation, framing, and exterior finishing. You will learn about selection criteria, properties of materials, application techniques and the long-term performance of the respective systems. This course will teach students the right way to build small windows, screen doors and the proper method of installing doors, caulking, and application of windows and doors. Students will also learn the proper way of framing doors and windows and rough openings and custom doors and custom windows. Trim will be introduced in this course. ***(Note: 2 lecture credits, 2 lab credits)***

CARP 220 Interior Floors and Finishes (5)
Prerequisite: CARP 200
This course covers terms and elements used in installing wood strip, wood plank, wood unit block, resilient vinyl, Quarry Tile, Mosaic Tile, and sheet vinyl floor coverings. It also covers installation, final floor finishes, and refinishing of floors. **(Note: 2 lecture credits, 3 lab credits)**

CARP 221 Cabinet Making (6)
Prerequisite: CARP 150
This course is designed to teach different types of layout, cutting, and assembling of various types of cabinets for residential, office or commercial use. Techniques in selecting appropriate materials and hardware for the construction, and units on estimating costs of construction are covered. ***(Note: 2 lecture credits, 4 lab credits)***

CARP 270 Remodeling and Renovation (6)
Prerequisite: CARP 220
This course is designed to apply basic concepts of remodeling, calculation, and estimation of materials and machinery to be used and the sequence of events as a building project is made. Also included are the remodeling and renovation to make homes accessible in compliance with national and local codes and regulations. ***(Note: 2 lecture credits, 4 lab credits)***

ASSOCIATE OF SCIENCE DEGREE IN CIVIL ENGINEERING TECHNOLOGY

Program Statement:
The Civil Engineering Technology program equips students with knowledge and technical skills in their vocational specialties, through the issuance of certificate of proficiencies (COP) and Associate of Science (AS) degrees, based on national standards, with input from local, public, and private entities. In addition, TTD develops programs that prepare students for entry-level employment and upgrades skills of incumbent workers to prepare them for professional licensure and certification. The Trades and Technology Department provides preparatory training for students to further their education and training beyond ASCC.

Pre-Req	**GENERAL EDUCATION REQUIREMENTS:**			
	Communication			
	ENG 150	Introduction to Literature		**3**
	ENG 151	Freshman Composition		**3**
	SPH 153	Introduction to Speech		**3**
	Information and Technology Literacy			
	ICT 150	Introduction to Computers		**3**
	Critical Thinking			
	MAT 151	Intermediate Algebra		**3**
ENG 150	PHSCI 150/150L	Physical Science/Physical Science Lab		**4**
	Global Awareness and Cultural Competence			
ENG 151	HIS 150	American History I	***OR***	
ENG 151	HIS 151	American History II		
ENG 151	HIS 170	World Civilization I	***OR***	**6**
ENG 151	HIS 171	World Civilization II		
ENG 151	HIS 162	Pacific History		
	Personal Development and Responsibility			
ENG 151	PSY 150	Introduction to Psychology		**3**
	HEA 150	Introduction to Health Science		
			TOTAL GE CREDITS	**28**

Pre-Req	**CO-FOUNDATIONAL AREA REQUIREMENTS**		
	CET 150	Plane Surveying I	4
CET 150	CET 151	Plane Surveying II	4
	CET 160	Introduction to Geographic Information Systems	3
CET 150	CET 261	Construction Procedures and Management	3
PHSCI 150/150L	CET 265	Hydraulics and Hydrology	3
MAT 151, PHSCI 150/150L	CET 270	Land Development	3

CET 270	CET 299	Cooperative Work Internship	4
		TOTAL CO-FOUNDATIONAL CREDITS	**24**

Pre-Req	**PROGRAM REQUIREMENTS**		
	ADT 150	Architectural Drafting I	3
ADT 160	ADT 260	Advanced AutoCAD	4
ADT 160	ADT 280	Elements of Structural Drawing	3
MAT 250	MAT 280	Calculus I	5
		TOTAL PROGRAM REQUIREMENT CREDITS:	**15**

ASSOCIATE OF SCIENCE DEGREE IN CIVIL ENGINEERING TECHNOLOGY	
General Education Requirements	28
Co-Foundational Area Requirements	24
Program Requirements	15
TOTAL CREDITS	**67**

CERTIFICATE OF PROFICIENCY IN CIVIL ENGINEERING TECHNOLOGY

Pre-Req	**GENERAL EDUCATION REQUIREMENTS:**		
	Communication		
	ENG 151	Freshman Composition	3
	Critical Thinking		
	MAT 151	Intermediate Algebra	3
		TOTAL GE CREDITS	**6**

Pre-Req	**CO-FOUNDATIONAL AREA REQUIREMENTS**		
	CET 150	Plane Surveying I	4
CET 150	CET 151	Plane Surveying II	4
	CET 160	Introduction to Geographic Information Systems	3
CET 150	CET 261	Construction Procedures and Management	3
PHSCI 150/150L	CET 265	Hydraulics and Hydrology	3
MAT 151, PHSCI 150/150L	CET 270	Land Development	3
		TOTAL CO-FOUNDATIONAL CREDITS	**20**

Pre-Req	**PROGRAM REQUIREMENTS**		
	ADT 150	Architectural Drafting I	3
MAT 250	MAT 280	Calculus I	5
		TOTAL PROGRAM REQUIREMENT CREDITS:	**8**

CERTIFICATE OF PROFICIENCY IN CIVIL ENGINEERING TECHNOLOGY	
General Education Requirements	6
Co-Foundational Area Requirements	20
Program Requirements	8
TOTAL CREDITS	**34**

Civil Engineering Technology (CET) Course Descriptions:

CET 150 Plane Surveying I (4)
This course introduces the theory and practice of plane surveying, including measurement of distance and angles, use and care of instruments, error analysis, field problems, and office computations. Plane surveying introduces students to the skills and technological knowledge required for working in the field. Students learn to measure, calculate, and record direction, distance, and elevation using standard field equipment; advanced skills are taught through projects in which students use GPS for data collection and geometric calculations to measure curves. Prerequisites for this technical course are beginning land surveying and trigonometry. ***(Note: 4 lecture credits)***

CET 151 Plane Surveying II (4)
Prerequisite: CET 150
This is a second semester course in surveying with the emphasis on the use of advanced survey instruments and their field applications in construction surveying. This highly technical class introduces the concept of creating a flat map, a plane, to describe a curved surface. Geodesy, measuring the shape of the Earth, is introduced. Students learn to use the North Star to determine direction. Determining errors in precision measurement is covered. This course is one of the last courses taken in a land-surveying program. ***(Note: 4 lecture credits)***

CET 160 Introductions to Geographic Information System (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. The topics will be reinforced with hands-on experience in map scales, coordinate systems, data sources and accuracy, data structures, working with spatial data, map, and overlays manipulation of databases and presentation of data in map layouts. ***(Note: 3 lecture credits)***

CET 261 Construction Procedures and Management (3) ***(formerly CET 260 Construction Procedures and CET 261Construction Management.)***
Prerequisite: CET 150
This course is a combination of construction procedures and management. It covers theory and application of specifications, estimations of project costs, application of building codes and use of computer programs in development and preparation of construction. It orients students to select and apply the proper structural materials equipment methods used in wood, masonry, concrete, and steel construction. ***(Note: 3 lecture credits)***

CET 265 Hydraulics and Hydrology (3)
Prerequisite: PHSCI 150/150L
This course introduces a basic knowledge of hydraulics and hydrology (or how to organize existing knowledge) for the practicing engineer. It provides the ability to solve engineering problems of fluid flow in pipes and open channels by application of basic hydraulic principles and engineering tools in the process of engineering analysis and design. In addition, it provides basic understanding of flow control and flow measurement in open channels, and it develops the ability to determine energy losses and flow capacity of basic hydraulic structures. It provides a basic knowledge of atmospheric and surface processes (precipitation, evapotranspiration, soil moisture, infiltration, surface runoff). It offers practical experience on hydrological data acquisition, analysis, and interpretation on temporal and spatial scales of hydrological processes and on using simple catchment rainfall-runoff models. ***(Note: 3 lecture credits)***

CET 270 Land Developments (3)
Prerequisite: MAT 151, PHSCI 150/150L
The course will orient students to land development processes, rules, regulations, preparation of land use permit applications, and requirements regarding ecology, drainage, utilities, mitigation, and historical preservation issues. Building permitting application and issues also discussed. ***(Note: 3 lecture credits)***

CET 299 Cooperative Work Internship (4)
Prerequisite: CET 270
This is a one-semester, four hour per week practical job experience course with local firms or an American Samoa Government office directly related to the field of engineering. Specific duties and time negotiable with the firm or office where the student will study. Duties will be documented and performance rated by firm or office in consultation with CET staff. ***(Note: 4 lecture credits)***

CERTIFICATE OF PROFICIENCY IN DIESEL

Pre-Req	**GENERAL EDUCATION REQUIREMENTS:**		
	Communication		
	ENG 151	Freshman Composition	3
	Critical Thinking		
	MAT 151	Intermediate Algebra	3

		TOTAL GE CREDITS	**6**

Pre-Req	**CO-FOUNDATIONAL AREA REQUIREMENTS**		
	DSL 100	Introduction to Diesel Engines	3
DSL 100	DSL 150	Brakes, Air (Pneumatic) and Hydraulic Systems	3
DSL 100	DSL 160	Heavy Duty Electrical/Electronic Systems	5
DSL 160	DSL 162	Diesel Fuel Injection and Computerized Systems	5
DSL 100	DSL 200	Small to Medium (Compact) Diesel Engines	5
DSL 100	DSL 250	Heavy Duty Diesel Engines	5
		TOTAL CO-FOUNDATIONAL CREDITS	**26**

CERIFICATE OF PROFICIENCY IN DIESEL	
General Education Requirements	6
Co-Foundational Area Requirements	26
TOTAL CREDITS	**32**

Diesel (DSL) Course Descriptions:

DSL 100 Introductions to Diesel Engines (3)
This course is designed to introduce the theory and operation of two- and four-cycle diesel engines. Instruction will include shop safety procedures, history of diesel, fundamentals, and basic operations and maintenance of two-stroke and four-stroke engines. The course will review the different usages of the diesel engine. Basic tools and diesel engine designs will also be covered. ***(Note: 3 lecture credits)***

DSL 150 Brakes, Air (Pneumatic) and Hydraulic Systems (3)
Prerequisite: DSL 100
This course will cover classroom instruction and laboratory training covering air and hydraulic brake systems, components, and truck systems. Instruction in air brakes will include troubleshooting and repair problems in the system, proper brake adjustments, and system testing, safety when working with compressed air and spring brake chambers. Instruction in hydraulic brakes will also include machining brake drums and brake discs. ***(Note: 2 lecture credits, 1 lab credit)***

DSL 160 Heavy Duty Electrical/Electronic Systems (5)
Prerequisite: DSL 100
This course will include classroom instruction and laboratory training covering the purpose, design, theory, and operating principles of electrical systems of a diesel engine. Special emphasis will be placed on developing the skills required to test, service, and repair electrical components and associated systems on heavy-duty trucks. ***(Note: 3 lecture credits, 2 lab credits)***

DSL 162 Diesel Fuel Injection and Computerized Systems (5)
Prerequisite: DSL 160
This course will include classroom instruction and laboratory training covering the purpose, theory, and operating principles of fuel injection systems. Special emphasis will be placed on developing the skills required to test, service, and repair fuel injection components and diesel computerized engine controls. ***(Note: 3 lecture credits, 2 lab credits)***

DSL 200 Small to Medium (Compact) Diesel Engines (5)
Prerequisite: DSL 100
This course is an introduction to compact and automotive diesel engines. Topics of theory, operation, service, diagnosis, and troubleshooting of compact diesel engines and how these engines are used in the automobile and a variety of light duty equipment will be covered. ***(Note: 2 lecture credits, 3 lab credits)***

DSL 250 Heavy Duty Diesel Engines (5)
Prerequisite: DSL 100
This course will cover the theory and operation of two- and four-cycle diesel engines used in heavy-duty trucks and equipment. Instruction will include engine disassembly and assembly, maintenance, and repair of both type engines.

Cooling systems, air and exhaust systems, starting systems as well as turbo charging systems will also be covered. ***(Note: 2 lecture credits, 3 lab credits)***

ASSOCIATE OF SCIENCE DEGREE IN ELECTRONICS

Program Statement:
The Electronics program is designed to provide training for individuals interested in the installation and maintenance of electrical systems found in residential, commercial, and industrial facilities. Electrical training, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, the National Electric Code and other subjects as local needs require. Graduates should qualify for a variety of jobs in the Electronics field as an on-the-job trainee or apprentice, assisting in the layout, installation, and maintenance of electronic systems.

Pre-Req	**GENERAL EDUCATION REQUIREMENTS:**			
	Communication			
	ENG 150	Introduction to Literature		3
	ENG 151	Freshman Composition		3
	SPH 153	Introduction to Speech		3
	Information and Technology Literacy			
	ICT 150	Introduction to Computers		3
	Critical Thinking			
	MAT 151	Intermediate Algebra		3
ENG 150	PHSCI 150/150L	Physical Science/Physical Science Lab		4
	Global Awareness and Cultural Competence			
ENG 151	HIS 150	American History I	***OR***	
ENG 151	HIS 151	American History II		
ENG 151	HIS 170	World Civilization I	***OR***	6
ENG 151	HIS 171	World Civilization II		
ENG 151	HIS 162	Pacific History		
	Personal Development and Responsibility			
ENG 151	PSY 150	Introduction to Psychology		3
	HEA 150	Introduction to Health Science		
			TOTAL GE CREDITS	**28**

Pre-Req	**CO-FOUNDATIONAL AREA REQUIREMENTS**		
ETP 100 I, ETP 120	ELE 151	Electronics	4
ETP 100 I, ETP 120	ELE 170	Consumers Electronics	4
ELE 151	ELE 190	Digital Techniques	4
ETP 100 I, ETP 120	ELE 201	Wireless Communications	4
ELE190	ELE 299A	Electronics Systems Practicum	4
		TOTAL CO-FOUNDATIONAL CREDITS	**20**

Pre-Req	**PROGRAM REQUIREMENTS**		
	ETP 100 I	Basic Electrical Theory I	3
	ETP 120	Basic Electrical Theory II	4
	ETP 150	Residential House Wiring	5
	ICT 155	IT Essentials	4
	MAT 155	Vocational Technical Mathematics	3
		TOTAL PROGRAM REQUIREMENT CREDITS:	**19**

ASSOCIATE OF SCIENCE DEGREE IN ELECTRONICS	
General Education Requirements	28
Co-Foundational Area Requirements	20
Program Requirements	19
TOTAL CREDITS	**67**

CERTIFICATE OF PROFICIENCY IN ELECTRONICS - CONSUMER

Pre-Req	GENERAL EDUCATION REQUIREMENTS:		
	Communication		
	ENG 151	Freshman Composition	**3**
	Critical Thinking		
	MAT 151	Intermediate Algebra	**3**
		TOTAL GE CREDITS	**6**

Pre-Req	CO-FOUNDATIONAL AREA REQUIREMENTS		
ETP 100 I, ETP 120	ELE 151	Electronics	4
ETP 100 I, ETP 120	ELE 170	Consumers Electronics	4
ELE 151	ELE 190	Digital Techniques	4
ETP 100 I, ETP 120	ELE 201	Wireless Communications	4
ETP 100 I, ETP 120	ELE 202	Computer Systems	4
ELE190	ELE 299A	Electronics Systems Practicum	4
		TOTAL CO-FOUNDATIONAL CREDITS	**24**

Pre-Req	PROGRAM REQUIREMENTS		
	ETP 100 I	Basic Electrical Theory I	3
	ETP 120	Basic Electrical Theory II	4
	MAT 155	Vocational Technical Mathematics	3
		TOTAL PROGRAM REQUIREMENT CREDITS:	**10**

CERTIFICATE OF PROFICIENCY IN ELECTRONICS-CONSUMER	
General Education Requirements	6
Co-Foundational Area Requirements	24
Program Requirements	10
TOTAL CREDITS	**40**

CERTIFICATE OF PROFICIENCY IN ELECTRONICS - COMMUNICATION SYSTEMS

Pre-Req	GENERAL EDUCATION REQUIREMENTS:		
	Communication		
	ENG 151	Freshman Composition	3
	Information and Technology Literacy		
	ICT 150	Introduction to Computers	3
	Critical Thinking		
	MAT 151	Intermediate Algebra	3
		TOTAL GED CREDITS	**9**

Pre-Req	CO-FOUNDATIONAL AREA REQUIREMENTS		
ETP 100 I, ETP 120	ELE 151	Electronics	4
ELE 151	ELE 190	Digital Techniques	4
ETP 100 I, ETP 120	ELE 201	Wireless Communications	4
ELE 201	ELE 299B	Communication Systems Practicum	4
		TOTAL CO-FOUNDATIONAL CREDITS	**16**

Pre-Req	PROGRAM REQUIREMENTS		
	MAT 155	Vocational Technical Mathematics	3

	ADT 160	Introduction to AutoCAD	3
	ETP 100 I	Basic Electrical Theory I	3
	ETP 120	Basic Electrical Theory II	4
		TOTAL PROGRAM REQUIREMENT CREDITS:	**13**

CERTIFICATE OF PROFICIENCY IN ELECTRONICS – COMMUNICATION SYSTEMS	
General Education Requirements	9
Co-Foundational Area Requirements	16
Program Requirements	13
TOTAL CREDITS	**38**

CERTIFICATE OF PROFICIENCY IN ELECTRONICS – COMPUTER SYSTEMS

Pre-Req	**GENERAL EDUCATION REQUIREMENTS:**		
	Communication		
	ENG 151	Freshman Composition	**3**
	Information and Technology Literacy		
	ICT 150	Introduction to Computers	3
	Critical Thinking		
	MAT 151	Intermediate Algebra	**3**
		TOTAL GE CREDITS	**9**

Pre-Req	**CO-FOUNDATIONAL AREA REQUIREMENTS**		
ETP 100, ETP 120	ELE 151	Electronics	4
ELE 151	ELE 190	Digital Techniques	4
ELE 202	ELE 299C	Computer System Practicum	4
		TOTAL CO-FOUNDATIONAL CREDITS	**12**

Pre-Req	**PROGRAM REQUIREMENTS**		
	ADT 160	Introduction to AutoCAD	3
	ETP 100 I	Basic Electrical Theory I	3
	ETP 120	Basic Electrical Theory II	4
	ICT 155	IT Essentials	4
	MAT 155	Vocational Technical Mathematics	3
		TOTAL PROGRAM REQUIREMENT CREDITS:	**17**

CERTIFICATE OF PROFICIENCY IN ELECTRONICS-COMPUTER SYSTEMS	
General Education Requirements	9
Co-Foundational Area Requirements	12
Program Requirements	17
TOTAL CREDITS	**38**

Electronics (ELE) Course Descriptions:

Note: ELE 150 has been replaced by ETP 120 II

ELE 151 Electronics (4) ***(formerly ELE 151 Electronic II)***
Prerequisite: ETP 100 I, ETP 120
This course entails the theory of electronic circuits and their applications in all areas of communications, telecommunications, radar, industrial and consumer electronics. ***(Note: 3 lecture credits, 1 lab credit)***

ELE 170 Consumer Electronics (4) ***(formerly ELE 170 Consumer Electric)***
Prerequisite: ETP 100 I, ETP 120

Introduces the students to the techniques and the hand powered tools currently used by the electronics industry in the manufacture, installation, and repair of electronics equipment. ***(Note: 3 lecture credits, 1 lab credit)***

ELE 190 Digital Techniques (4)
Prerequisite: ELE 151
The focus of this course is the theory of logic circuits, Boolean algebra, flipflops, registers, counters, shift registers, clocks, combination logic, semiconductor memories and microprocessors. ***(Note: 3 lecture credits, 1 lab credit)***

ELE 201 Wireless Communications (4) ***(formerly ELE 201 Communication Systems)***
Prerequisite: ETP 100 I, ETP 120
This course covers the fundamentals of wireless communications and provides an overview of protocols, transmission methods, and IEEE standards. This course examines the broad range of wireless communications technologies available beginning with the basics of radiofrequency and wireless data transmission and progressing to the protocols and mechanisms. Key topics cover several technologies for Wireless Personal Area Networks (WPANs), Wireless Local Area Networks (WLANs), Wireless Metropolitan Area Networks (WMANs), and Wireless Wide Area Networks (WWANs) giving an overview of the most current cellular and satellite communications**.** ***(Note: 3 lecture credits, 1 lab credit)***

ELE 202 Computer Systems (4)
Prerequisite: ETP 100 I, ETP 120
This course is designed to give students the skills required for basic computer use. Students are given a brief overview of the basic computer concepts, and are provided basic information on hardware, memory, multimedia, storage, networks and application software. ***(Note: 3 lecture credits, 1 lab credit)***

ELE 299A Electronic Systems Practicum (4)
Prerequisite: ELE 190
This course is nine hour per week practical job experience under the supervision of a licensed electronic technician. Specific duties and times will be negotiable with a company, agency or workplace. Duties will be documented. Students performance in *electronic systems* will be rated by the company, the agency or the workplace through work processes and consultation with an ELE instructor. ***(Note: 1 lecture credit, 3 lab credits)***

ELE 299B Communication Systems Practicum (4)
Prerequisite: ELE 201
This course is nine hour per week practical job experience under the supervision of a licensed electronic technician. Specific duties and times will be negotiable with a company, agency or workplace. Duties will be documented. Students performance in *communication systems* will be rated by the company, the agency or the workplace through work processes and consultation with the ELE instructor. ***(Note: 1 lecture credit, 3 lab credits)***

ELE 299C Computer Systems Practicum (4)
Prerequisite: ELE 202
This course is nine hour per week practical job experience under the supervision of a licensed electronic technician. Specific duties and times will be negotiable with a company, agency or workplace. Duties will be documented. Students performance in *computer systems* will be rated by the company, the agency or the workplace through work processes and consultation with the ELE instructor. ***(Note: 1 lecture credit, 3 lab credits)***

ASSOCIATE OF SCIENCE DEGREE IN ELECTRICAL TECHNOLOGY

Program Statement:
This degree program is designed to prepare students for entry-level employment in the Electrical Technology. The program provides students with the skills to effectively understand and analyze settings where electrical power and control systems are utilized. Proper maintenance and repair of electrical equipment will be covered, as well as instruction to ensure that proper safety guidelines are followed at all times.

Pre-Req	**GENERAL EDUCATION REQUIREMENTS:**		
	Communication		
	ENG 150	Introduction to Literature	**3**
	ENG 151	Freshman Composition	**3**

	SPH 153	Introduction to Speech		**3**
	Information and Technology Literacy			
	ICT 150	Introduction to Computers		**3**
	Critical Thinking			
	MAT 151	Intermediate Algebra		**3**
ENG 150	PHSCI 150/150L	Physical Science/Physical Science Lab		**4**
	Global Awareness and Cultural Competence			
ENG 151	HIS 150	American History I	***OR***	
ENG 151	HIS 151	American History II		
ENG 151	HIS 170	World Civilization I	***OR***	**6**
ENG 151	HIS 171	World Civilization II		
ENG 151	HIS 162	Pacific History		
	Personal Development and Responsibility			
ENG 151	PSY 150	Introduction to Psychology		**3**
	HEA 150	Introduction to Health Science		
			TOTAL GE CREDITS	**28**

Pre-Req	**CO-FOUNDATIONAL AREA REQUIREMENTS**		
	ETP 100 I	Basic Electrical Theory I	3
	ETP 120	Basic Electrical Theory II	4
	ETP 130	National Electrical Code (NEC)	3
ETP 120 II	ETP 150	Residential House Wiring	5
ETP 150	ETP 299	Cooperative Work Internship	4
		TOTAL CO-FOUNDATIONAL CREDITS	**19**

Pre-Req	**PROGRAM REQUIREMENTS**		
	MAT 155	Vocational Technical Mathematics	3
	BPR 200	Blueprint Reading	3
	CARP 100	Hand Tools and Power Tools	3
ETP 100 I, ETP 120 II	ELE 170	Consumer Electronics	4
		TOTAL PROGRAM REQUIREMENT CREDITS:	**13**

ASSOCIATE OF SCIENCE DEGREE IN ELECTRICAL TECHNOLOGY	
General Education Requirements	28
Co-Foundational Area Requirements	19
Program Requirements	13
TOTAL CREDITS	**60**

Electrical Technology Program (ETP) Course Descriptions:

ETP 100 Basic Electrical Theory I (3) ***(formerly ETP 100 Electrical Basic Theory I)***
This course is designed to provide basic knowledge and basic fundamental concepts of electrical theory, focusing on direct current (d-c), safety precautions and procedures. Alternating current (a-c), electrical meters, and basic hand tools will also be introduced. ***(Note: 3 lecture credits)***

ETP 120 Basic Electrical Theory II (4) ***(formerly ELE 150 Electronics I)***
This course is designed to provide intermediate knowledge of electricity, including an in-depth study of alternating circuit (a-c), and its resistance, capacity and inductance within circuits and effects on equipment. The course will provide students with in-depth skills in safe operation of various electrical meters, testing instrumentations and measuring apparatuses during the laboratory. ***(Note: 3 lecture credits, 1 lab credit)***

ETP 130 National Electrical Code (NEC) (3)

This course is designed to provide students with basic knowledge on how to read, understand and locate information utilizing the National Electrical Code manual and handbook relevant to local and National Electrical Codes (NEC) pertaining to Electrical industry requirements with emphasis on Residential Wiring. ***(Note: 3 lecture credits)***

ETP 150 Residential House Wiring (5) ***(formerly ETP 150 Applied Residential Wiring)***
Prerequisite: ETP 120
This course is designed to provide an advanced knowledge and hands on skills in residential wiring techniques. Laboratory exercises are designed to give students practical experience in different residential wiring techniques. ***(Note: 1 lecture credit, 4 lab credits)***

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 instructor. ***(Note: 1 lecture credit 3 lab credits)***

CERTIFICATE OF PROFICIENCY IN INFORMATION COMMUNICATION TECHNOLGY-ELECTRONICS OFFICE

Pre-Req	**GENERAL EDUCATION REQUIREMENTS:**		
	Communication		
	ENG 151	Freshman Composition	3
	Critical Thinking		
	MAT 151	Intermediate Algebra	3
		TOTAL GE CREDITS	**6**

Pre-Req	**CO-FOUNDATIONAL AREA REQUIREMENTS**		
ETP 100 I	ICT 155	IT Essentials	4
	ICT 150	Introduction to Computers	3
	ICT 161	Networking for home and Small Business	4
ICT 150	ICT 170	Microcomputer Applications	3
ICT 170	ICT 270	Advanced Office Application	3
		TOTAL CO-FOUNDATIONAL CREDITS	**17**

Pre-Req	**PROGRAM REQUIREMENTS**		
	ETP 100 I	Basic Electrical Theory I	3
	ETP 120 II	Basic Electrical Theory II	4
		TOTAL PROGRAM REQUIREMENT CREDITS:	**7**

CERTIFICATE OF PROFICIENCY IN INFORMATION COMMUNICATION TECHNOLOGY- ELECTRONICS OFFICE	
General Education Requirements	6
Co-Foundational Area Requirements	17
Program Requirements	7
TOTAL CREDITS	**30**

Information Communication Technology (ICT) Course Descriptions:

ICT 150 Introductions to Computers (3)
This course presents hardware and software components of microcomputer systems. Topics include operating systems, basic network commands, and fundamentals of email, internet, word processing, spreadsheet, and presentation graphics. Lab work includes hands on experience on the course software. ***(Note: 2 lecture credits, 1 lab credit)***

ICT 155 IT Essentials (3)
Prerequisite: ETP 100

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 labs, 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 Comp TIA A+ certification. ***(Note: 2 lecture credits, 1 lab credit)***

ICT 161 Networking for Home & Small Businesses (4)
This course teaches students the skills needed to obtain entry-level home network installer jobs. It also helps students develop some of the skills needed to become network technicians, computer technicians, cable installers, and help-desk technicians. It introduces networking and the internet using tools and hardware commonly found in home and small business environments. Instructors are encouraged to facilitate field trips and outside-the-classroom learning experiences. Labs include PC installation, internet connectivity, and wireless connectivity, file sharing, print sharing, and the installation of game consoles, scanners, and cameras. ***(Note: 3 lecture credits, 1 lab credit)***

ICT 162 Working at a Small 2 Medium Business or ISP (4)
Prerequisite: ICT 161
This course prepares students for jobs as network technicians. It also helps students develop additional 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 lecture credits, 1 lab credit)***

ICT 170 Microcomputer Applications (3)
Prerequisite: ICT 150
This course illustrates computer capabilities within an employment setting. It will focus on solidifying student knowledge of popular Microsoft office applications. Laboratory work includes extensive laboratory assignments using Word Processing, Spreadsheet, and Presentation software to accomplish tasks meeting Microsoft Office User (MOUS) Specialist standards. ***(Note: 2 lecture credits, 1 lab credit)***

ICT 261 Introduction Routing and Switching in the Enterprise (4)
Prerequisite: MAT 155, ICT 161
This course familiarizes 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 Protocol (EIGRP) and Open Shortest Path First (OSPF) Protocol. Hands-on exercises include configuration, installation, and troubleshooting. ***(Note: 3 lecture credits, 1 lab credit)***

ICT 262 Designing and Supporting Computer Networks (4)
Prerequisite: MAT155, ICT 162
Learners progress through a variety of case studies and role-playing exercises, which include gathering requirements, designing basic networks, establishing proof-of-concept, and performing project management tasks. In addition, lifecycle services, including upgrades, competitive analyses, and system integration, are presented in the context of pre-sale support. ***(Note: 3 lecture credits, 1 lab credit)***

ICT 270 Advanced Office Applications (3)
Prerequisite: ICT 170
This course applies advanced functions of office automation systems (word processing, spreadsheets, and database). Laboratory work includes advanced exercises in Word, Excel, and Access designed to Microsoft Office User Specialist (MOUS) Expert standards. ***(Note: 2 lecture credits, 1 lab credit)***

ASSOCIATE OF SCIENCE DEGREE IN WELDING

Program Statement:
The welding degree program is designed to prepare students for entry-level employment in welding and fabrication related industries. The program also provides hands-on instruction to ensure that students acquire the knowledge, skills and abilities as well as safety practices to begin a successful career as a welder.

Pre-Req **GENERAL EDUCATION REQUIREMENTS:**

	Communication		
	ENG 150	Introduction to Literature	**3**
	ENG 151	Freshman Composition	**3**
	SPH 153	Introduction to Speech	**3**
	Information and Technology Literacy		
	ICT 150	Introduction to Computers	**3**
	Critical Thinking		
	MAT 151	Intermediate Algebra	**3**
ENG 150	PHSCI 150/150L	Physical Science/Physical Science Lab	**4**
	Global Awareness and Cultural Competence		
ENG 151	HIS 150	American History I ***OR***	
ENG 151	HIS 151	American History II	
ENG 151	HIS 170	World Civilization I ***OR***	**6**
ENG 151	HIS 171	World Civilization II	
ENG 151	HIS 162	Pacific History	
	Personal Development and Responsibility		
ENG 151	PSY 150	Introduction to Psychology	**3**
	HEA 150	Introduction to Health Science	
		TOTAL GE CREDITS	**28**

Pre-Req	**CO-FOUNDATIONAL AREA REQUIREMENTS**		
	WLD 100	Welding Fundamentals and Metallurgy	3
	WLD 190	Advanced Oxyacetylene Welding	6
	WLD 260	Advanced Shielded Metal Arc Welding	6
	WLD 270	Gas Metal Arc Welding (MIG	6
	WLD 280	Gas Tungsten Arc Welding (TIG)	6
		TOTAL CO-FOUNDATIONAL CREDITS	**27**

Pre-Req	**PROGRAM REQUIREMENTS**		
	BPR 200	Blueprint Reading	3
	CARP 100	Hand Tools and Power Tools	3
		TOTAL PROGRAM REQUIREMENT CREDITS:	**6**

ASSOCIATE OF SCIENCE DEGREE IN WELDING	
General Education Requirements	28
Co-Foundational Area Requirements	27
Program Requirements	6
TOTAL CREDITS	**61**

CERTIFICATE OF PROFICIENCY IN WELDING

Pre-Req	**GENERAL EDUCATION REQUIREMENTS:**		
	Communication		
	ENG 151	Freshman Composition	**3**
	Information and Technology Literacy		
	ICT 150	Introduction to Computers	3
	Critical Thinking		
	MAT 151	Intermediate Algebra	**3**
		TOTAL GE CREDITS	**9**

Pre-Req	**CO-FOUNDATIONAL AREA REQUIREMENTS**		
	WLD 100	Welding Fundamentals and Metallurgy	3
	WLD 160	Introduction to Oxyacetylene Welding	5
	WLD 170	Introduction to Basic Shielded Metal Arc Welding	5

	WLD 190	Advanced Oxyacetylene Welding	6
	WLD 260	Advanced Shielded Metal Arc Welding	6
	WLD 270	Gas Metal Arc Welding (MIG	6
	WLD 280	Gas Tungsten Arc Welding (TIG)	6
		TOTAL CO-FOUNDATIONAL CREDITS	**37**

CERTIFICATE OF PROFICIENCY IN WELDING	
General Education Requirements	9
Co-Foundational Area Requirements	37
TOTAL CREDITS	**46**

CERTIFICATE OF COMPLETION IN WELDING FUNDAMENTALS

Pre-Req	**PROGRAM REQUIREMENTS**		
	ENG 90	Advanced Reading	3
	ENG 91	Advanced Writing	3
	MAT 90	Preparatory Math	4
	CARP 100	Hand Tools and Power Tools	3
		TOTAL PROGRAM REQUIREMENT CREDITS:	**13**

Pre-Req	**CO-FOUNDATIONAL AREA REQUIREMENTS**		
	WLD 100	Welding Fundamentals and Metallurgy	3
		TOTAL CO-FOUNDATIONAL CREDITS	**3**

CERTIFICATE OF COMPLETION IN WELDING FUNDAMENTALS	
Program Requirements	13
Co-Foundational Area Requirements	3
TOTAL CREDITS	**16**

Welding (WLD) Course Descriptions:

WLD 100 Welding Fundamentals and Metallurgy (3)
This course will introduce the student to welding technology, safety, blueprint interpretation designed primarily for welding, welding symbols, and their significance. Basic science of metallurgy used in the welding industry will also be covered. ***(Note: 3 lecture credits)***

WLD 160 Introduction to Oxyacetylene Welding (5)
Prerequisite WLD 100
This is an introductory course in basic oxyacetylene welding. This course emphasizes on safety, operations of the acetylene welding equipment, electrode identification, and gas welding terminology. Welding in the flat and horizontal position will also be covered. ***(Note: 2 lecture credits, 3 lab credits)***

WLD 170 Introduction to Basic Shielded Metal Arc Welding (5)
Prerequisite WLD 160
This course in basic shielded metal arc welding focuses on safety and the operations and use of various types of arc welding machines, electrode identification and arc welding terminology. Welding in the flat and horizontal position will also be covered. ***(Note: 2 lecture credits, 3 lab credits)***

WLD 190 Advanced Oxyacetylene Welding (6)
Prerequisite WLD 160
This course in oxyacetylene welding emphasizes metal cutting process, welding, brazing, and soldering. Welding and cutting in the vertical and overhead positions will also be covered. ***(Note: 2 lecture credits, 4 lab credits)***

WLD 260 Advanced Shielded Metal Arc Welding (6)
Prerequisite WLD 170
This is an advanced course in shielded metal arc welding. Focus will be on the safety operations of various types of arc welding machines, supplies and electrode identification. Emphasis in the single and multi-pass groove welding in the vertical and overhead positions. ***(Note: 2 lecture credits, 4 lab credits)***

WLD 270 Gas Metal Arc Welding (MIG) (6)
Prerequisite WLD 170
This course identifies gas metal arc welding principles and welding procedures. The emphasis is on GMAW machines, welding procedures, and welding joints. GMAW is mostly referred to as MIG (Metal Inert Gas) welding in the welding industry. ***(Note: 2 lecture credits, 4 lab credits)***

WLD 280 Gas Tungsten Arc Welding (TIG) (6)
Prerequisite WLD 170
This practical and application course identifies the joining techniques used in the gas tungsten arc welding processes. Emphasis will be placed on welding and joining of high-tech components and composite materials. GTAW is mostly referred to as TIG (Tungsten Inert Gas) welding in the welding industry. ***(Note: 2 lecture credits, 4 lab credits)***

WLD 290 Special Welding Processes (6)
Prerequisite WLD 170
Students will apply special welding and cutting processes techniques. The emphasis will be on submerged welding, submerged cutting, and various special welding processes. Ferrous and Non-ferrous welding and cutting applications will also be covered. ***(Note: 2 lecture credits, 4 lab credits)***

ACADEMIC DEPARTMENTS

COLLEGE ACCELERATED PREPARATORY PROGRAM (CAPP)

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

Community Advisory Council:
Mrs. Tui Peau, DOE; Mr. Jan Brugman, South Pacific Academy; Mrs. Tala Ropeti-Leo, ASCC-DOSS; Ms. Henrietta Olo, English Chair, Samoana High School.

Chairperson and Faculty:
Dr. Siamaua Ropeti, Chairperson; Ms. Florangel Calumpang; Mrs. Ethel Sokimi; Mrs. Elisapeta Faalafi-Jones; Mrs. Lise Sauni-Ale; Mrs. Edna Niedo-Zarraga; Mrs. Sa'ofetalai Faulkner, Faculty.

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

English CAPP Course Descriptions:

ENG 70 Beginning Reading (3)

This is an English course that centers on building beginning college reading skills. Students will be able to develop knowledge by using context clues, recognizing main ideas, and understanding supporting details. Students are also introduced to basic elements of literature through short stories and novels. ***(Note: 3 Lecture Credits)***

ENG 71 Beginning Writing (3)
This beginning course places emphasis on developing basic writing skills, such as composing a variety of sentences to develop paragraphs in summaries and reflections. Students are introduced to the steps of the writing process integrating grammar concepts. ***(Note: 3 Lecture Credits)***

ENG 80 Intermediate Reading (3)
Prerequisite: ENG 70
This is an English course that centers on building intermediate college reading skills. Students will be able to demonstrate knowledge in the following academic competencies: implied main ideas, making inferences, relationships, and purpose and tone. Students will be introduced to elements of literature through biographies and short novels. ***(Note: 3 Lecture Credits)***

ENG 81 Intermediate Writing (3)
Prerequisite: ENG 71
This intermediate course places emphasis on writing skills to compose paragraphs and eventually develop basic essays. Students apply the steps of the writing process incorporating proper grammar usage. ***(Note: 3 Lecture Credits)***

ENG 90 Advanced Reading (3)
Prerequisite: ENG 80
This is an English course that centers on building advanced college reading skills. Students will be able to evaluate knowledge using critical thinking skills in the following academic competencies: distinguishing facts from opinions, recognizing propaganda techniques, avoiding errors in reasoning, outlining and summarizing. Students will apply elements of literature using classic novels and poetry. ***(Note: 3 Lecture Credits)***

ENG 91 Advanced Writing (3)
Prerequisite: ENG 81
This advanced course places emphasis on the modes of writing essays. Students follow the steps of the writing process in order to compose informative, persuasive, and well-structured essays with a sound thesis statements and relevant and adequate support. Students are encouraged to seek tutorial assistance with SLA Center to improve writing. ***(Note: 3 Lecture Credits)***

MATH DEPARTMENT

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

Community Advisory Council:
Sofa'i Tuato'o, DOE; Dr. Sreeni Panickar, DOE; Mr. Isa'ako Amosa, ASCC-DOSS.

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

CAPP (Math) Program Learning Outcomes:
1. Develop a general understanding of basic operations of real numbers and algebraic expressions to gain a solid foundation of basic mathematical concepts.

2. Develop and demonstrate the basic computational skills in arithmetic and elementary algebra necessary to be successful in college level math.
3. Demonstrate the ability to read, interpret, and construct tables, basic graphs, and linear equations.
4. Use technology to practice, solve, and verify basic arithmetic problems and linear equations.

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

Math Department Course Descriptions:

MAT 80 Preparatory Math (4)
A developmental mathematics course for those persons in need of advanced mathematical operations skills, such as geometry, beginning Algebra, negative numbers, percent, ratio, proportion, measurements, fundamentals polynomial operations, exponent usage, solving simple equations, inequalities and simple word problems. ***(Note: 4 lecture credits)***

MAT 90 Elementary Algebra (4)
The basics of Algebra which include the following: equations and inequalities, operations on polynomials, factoring, algebraic fractions, simple and quadratic equations, powers and roots, and systems of equations. ***(Note: 4 lecture credits)***

MAT 150 Survey of Mathematics (3)
Introduces students to logic, sets, number bases, the history and philosophy of mathematics, metric system, geometry, equations, inequalities, and problem solving. ***(Note: 3 lecture credits)***

MAT 151 Intermediate Algebra (3)
Extends topics introduced in Elementary Algebra and prepares students for the College Algebra course. Topics include sets and real numbers, equations and inequalities, linear equations and functions, polynomial functions, exponential and logarithmic functions. Students with a grade of "C" or better in MAT 250 cannot take this course as an elective. ***(Note: 3 lecture credits)***

MAT 155 Vocational Technical Mathematics (3)
This course introduces students to sets, numeration systems and rational numbers. Topics in the real numbers include conversion methods. Basic algebraic equations, inequalities and problem solving and their application to vocational areas are presented. Brief review of geometry, consumer mathematics, and an introduction to basic trigonometric functions also included. ***(Note: 3 lecture credits)***

MAT 250 College Algebra and Trigonometry (4)
Prerequisite: MAT 151 with a grade of "C" or better
This course focuses on linear and quadratic equations and inequalities, functions and graphs, analytic trigonometry and functions, logarithmic and exponential functions, conic sections, sequences, and series. An introduction of Analytical Geometry is also presented. Designed for students wishing to go on to four-year college programs. ***(Note: 4 lecture credits)***

MAT 260 Introduction to Statistics (3)
Prerequisite: MAT 151 with a grade of "C" or better
A basic introduction to descriptive and inferential statistics. The emphasis is on applications and interpretation. Topics covered are graphical techniques, basic probability, confidence intervals, hypothesis testing, analysis of variance testing, and goodness of fit tests, regression and correlation. ***(Note: 3 lecture credits)***

MAT 280 Calculus I (5)
Prerequisite: MAT 250
A short review of functions is followed by an in depth study of limits. Continuous functions and limit theorems are presented. Basic techniques of derivatives including derivatives of composite functions, implicit differentiation and higher order derivatives are explored. Applications of the derivative include the following: maxima and minima, Rollers Theorem, increasing and decreasing functions, concavity, limits at infinity, infinite limits, applied extreme problems, and anti-derivatives. The properties of the definite integral and indefinite integral are explored. Applications of the integral include the following: area, volumes of revolution, volume by slicing, arch length, work, liquid pressure and the average value of a function. ***(Note: 5 lecture credits)***

MAT 281 Calculus II (5)
Prerequisite: MAT 280
Derivatives of trigonometric functions are presented with hyperbolic functions. Basic techniques of integration including integration by parts, partial fractions, trigonometric substitution, and numerical methods are explored. Topics include indeterminate forms, sequences and series, polar coordinates, parametric equations, and conic sections. ***(Note: 5 lecture credits)***

LANGUAGE AND LITERATURE DEPARTMENT

Mission:
The Language and Literature Department offers intensive English literature and writing courses to help students develop and strengthen their critical thinking skills, become proficient college-level readers and writers, and clear, effective communicators. Writing courses will focus on helping students become competent and skillful writers by using selective rhetorical strategies. Literature courses will evaluate and examine cultures, issues, and themes in multiple genres by applying a variety of writing methods and styles. Students will demonstrate critical thinking through literary analysis. The courses offered by the Language and Literature Department are designed to prepare students for transfer to a four- year college or university and/or to be successful and contributing members of the modern work force.

Community Advisory Council:

Chairperson and Faculty:
Mrs. Melelina Fiaui, Chairperson; Mrs. Marisa Ta'amu; Mrs. Jocelyn Siologa; Mrs. Luvis Lim, Mr. Vesi Matu'u; Mr. Ben Goodwin, Faculty.

Language and Literature Department Course Descriptions:

ENG 150 Introduction to Literature (3)
This course focuses on three major genres of literature (poetry, drama, and fiction), including film production, and contemporary Pacific literature. This course also explores and interprets terms and concepts from a variety of literary works. Students will apply and demonstrate critical thinking by writing analytical expository papers and essays. ***(Note: 3 Lecture credits)***

ENG 151 Freshman Composition (3)
This is an intensive introduction-to-college-writing course that requires multiple compositions. This course is designed to help students recognize and critically evaluate important local and global issues affecting the population. Students will be required to adhere to the rules of Standard American English and write narrative, persuasive, and expository essays and submit a research term-paper. American Psychological Association (APA) format is required. ******Academic Advising Note**: Students are **encouraged** to take SPH 153 **concurrently or prior to**, taking ENG 151.* ***(Note: 3 Lecture credits)***

ENG 250 Survey of Literature (3)
Prerequisite: ENG 150, ENG 151
This is a second-year literature course designed for close reading and in-depth analysis of three major genres of literature (poetry, drama, and fiction), including film production, and contemporary Pacific literature. Students will write multiple literary analysis essays and demonstrate skills in evaluation, interpretation, and critical thinking. A grade of C or better in ENG 150 and ENG 151 is required. ***(Note: 3 Lecture credits)***

ENG 251 Sophomore Composition (3)
Prerequisite: ENG 151
This is a second-year composition course designed for advanced prose writing. Students will demonstrate and integrate the use of sophisticated and original evidence and language and will write lengthy expository or argumentative essays reflecting a variety of local and global issues. Students will be required to adhere to the rules of Standard American English and write comparison and contrast, classification, and argumentative essays and submit a research term-paper. Modern Language Association (MLA) or American Psychological Association (APA) format is required. A grade of C or better in ENG 151 is required**. *(Note: 3 lecture credits)***

LIT 270 World Literature (3)
Prerequisite: ENG 150, ENG 151
This course is a survey of world literature, with emphasis on cultural elements, form, and technique. Students will examine themes and approaches to storytelling (ancient and modern), poetry, drama, and essays. This course introduces a wide range of significant and/or representative works, with special attention to related Samoan literary elements. A grade of C or better in ENG 150 and ENG 151 is required. ***(Note: 3 lecture credits)***

LIT 272 American Literature
Prerequisite: ENG 150, ENG 151
This course is a survey of American literature with emphasis on historical elements in selected works by American authors from the Colonial American Era to the 21st century. Students will follow the development of major themes in American literature and examine and critique these themes in essays, fiction, poetry, drama, film, lectures, and discussions. A grade of C or better in ENG 150 and ENG 151 is required. ***(Note: 3 lecture credits)***

LIT 274 Pacific Literature
(formerly LIT 276 Pacific Literature)
Prerequisite: ENG 150, ENG 151
This course is a survey of Pacific literature with studies of selected Pacific and non-Pacific writers, including those from American Samoa, Fiji, Hawaii, New Zealand, Samoa, Tonga, and elsewhere. Distinction is made between existing traditional literature and modern writing with Western influence. A grade of C or better in ENG 150 and ENG 151 is required. ***(Note: 3 lecture credits)***

PHYSICAL EDUCATION DEPARTMENT

Mission:
The Physical Education (PED) Department's mission is to provide experiences that guide students in the process of becoming physically active for lifetime. 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.

Community Advisory Council:
Clayton Mahuka, DOE-OCIA; Arona Samoa, Leone High School; Oakland Salave'a, Tafuna High School; Pooch Taase, Fagaitua High School.

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

Physical Education Department Course Descriptions:

PED 150M Men's Basketball (1)
This course will provide the student with the basic skills of basketball such as shooting, passing, rebounding, defending and knowledge of the rules to play at the novice level for men. ***(Note: 1 lab credit)***

PED 150W Women's Basketball (1)
This course will provide the student with the basic skills of basketball such as shooting, passing, rebounding, defending and knowledge of the rules to play at the novice level for women. ***(Note: 1 lab credit)***

PED 151M Men's Weight Training (1)
This course will provide the student with the basic health practices with emphasis on developing muscle strength, endurance, and physical fitness will be covered for men. ***(Note: 1 lab credit)***

PED 151W Women's Weight Training (I)
This course will provide the student with the basic health practices with emphasis on developing muscle strength, endurance, and physical fitness will be covered for women. ***(Note: 1 lab credit)***

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, and flexibility, through coordinating low, moderate and high impact bending, jumping, reaching, and kicking. ***(Note: 1 lab credit)***

PED 153 Beginning Tae Kwon Do (1)
(formerly Beginning Hap Ki Do and Tae Kwon Do)
This course will teach theoretical and practical aspects of the martial arts of "self-defense" using the ancient Korean art of Tae Kwon Do. ***(Note: 1 lab credit)***

PED 154 Golf (1)
This course is for the student with no previous golf experience. Basic fundamentals of golf including the rules, etiquette, and terminology will be covered. Fieldwork experience is required. ***(Note: 1 lab credit)***

PED 155W Women's Volleyball (1)
The basic skills of volleyball such as passing, setting, spiking, serving, teamwork, strategies, and rules will be emphasized as well as physical fitness for women. ***(Note: 1 lab credit)***

PED 155M Men's Volleyball (1)
The basic skills of volleyball such as passing, setting, spiking, serving, teamwork, strategies, and rules will be emphasized as well as physical fitness for men. ***(Note: 1 lab credit)***

PED 156 Introduction to Tennis (1)
The course is for the beginning tennis enthusiast. Singles and doubles competition will be emphasized. Skills such as forehand and backhand strokes, volley, service, basic strategy, footwork, and etiquette will be stressed. ***(Note: 1 lab credit)***

PED 170/ MSC 110 Swimming (1)
This course focuses on teaching the basic swimming strokes: western crawl, backstroke, sidestroke, breast-stroke and the butterfly. ***(Note: 1 lab credit)***

ENRICHMENT COURSES

COLLEGE LIFE PLANNING

Mission:
The mission of the College and Life Planning (CLP) course is to empower and inspire students to be successful, both personally and professionally.

Course Learning Outcomes:

1. Develop and apply communication skills to enhance the areas of speaking, writing, reading and listening;
2. Correlate personal learning styles to improve academic studies and real work situations;
3. Utilize current technology skills to improve communication, and locate and retrieve information for life-long learning;
4. Demonstrate an understanding and appreciation for diversity in all aspects of life;
5. Develop and illustrate strategies to address potential problems with effective solutions or options.

College and Life Planning: Move to the back of the Catalog
Purpose: The College and Life Planning (CLP) course is designed to expose students to academic and personal tools that will help them enhance their strengths, to acknowledge and overcome their weaknesses, and to learn to adopt the tools in such a way that they can be modified for lifelong learning. CLP also focuses on enriching the student's college experience and with efforts to increase retention of first- and second-year undergraduates.

CLP 150 Learning Outcomes

1. Describe and apply effective communication skills of listening, speaking, reading, and writing in their studies, in real life and in real work situations.

2. Comprehend and utilize current technology to communicate, locate, and retrieve relevant information for life-long learning.
3. Assess ideas, concepts, and information that lead to a recognition and appreciation of diversity in all aspects of life.
4. Identify, assess, and suggest solutions to potential problems encountered in managing a personal or interpersonal conflict.

College and Life Planning Course Description:

CLP 150 College and Life Planning (3)
This course provides those enrolled 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. ***(Note: 3 lecture credits)***

ARMY RESERVE OFFICERS TRAINING CORPS (ROTC)

Program Learning Outcomes:

1. Attract, motivate and prepare selected students to serve as commissioned officers in the active or reserve components of the Army;
2. Provide a practical understanding of the concepts and principles of military science;
3. Develop a strong sense of duty, honor and country;
4. Promote teamwork and individual fitness;
5. Develop an understanding of and appreciation for international relations and national security;
6. Develop a comprehension of ethics, leadership, effective goal setting, time-management and effort, and the tradition of a citizen's army
7. Familiarity with the concept of the decision making process and the styles of leadership.

ROTC Course Descriptions:

MSL 100 Introduction to Physical Fitness (1)
This hands-on participatory course follows the Army's physical fitness program. Classes are conducted three days per week with Army ROTC cadets. Focus is on aerobic conditioning, muscular strength and endurance. ***(Note: 1 lecture credit)***

MSL 101 Introduction to Military Science I (3) *(formerly ROTC 150)*
This course introduces Cadets to the personal challenges and competencies that are critical for effective leadership. Cadets learn how the personal development of life skills such as critical thinking, goal setting, time management, stress management, and comprehensive fitness relate to leadership, officer-ship, and the Army profession. The focus is on developing basic knowledge and comprehension of Army leadership dimensions while gaining a big picture of understanding the Reserve Officers' Training Corps (ROTC) program, its purpose in the Army, and its advantages for the student. ***(Note: 2 lecture, 1 lab credit)***

MSL 102 Introduction to Military Science II (3) *(formerly ROTC 151 Foundations of Officer ship)*
Prerequisite: MSL 101, or prior military experience
This course overviews leadership fundamentals such as setting direction, problem-solving, listening, presenting briefs, providing feedback, and using effective writing skills. Cadets explore dimensions of leadership attributes and core leader competencies in the context of practical, hands-on, and interactive exercises. Cadets receive continued emphasis on recruitment and retention. Cadre role models and the building of stronger relationships among the Cadets (through common experience and practical interaction) are critical aspects of the MSL 102 program. ***(Note: 2 lecture, 1 lab credit)***

MSL 201 Intermediate Military Science I (3) *(formerly ROTC 252 Fundamentals of Leadership)*
Prerequisite: MSL 101, MSL 102, ENG 151, or prior military experience, taken concurrently with MSL100
This course explores the dimensions of creative and innovative tactical leadership strategies and styles by examining team dynamics and two historical leadership theories that form the basis of the Army leadership framework. Aspects of personal motivation and team building are practiced by planning, executing and assessing team exercises. While participation in the leadership labs is not mandatory during the MSL II year, significant experience can be

gained in a multitude of areas and participation in the labs is highly encouraged. The focus continues to build on developing knowledge of the leadership attributes and core leader competencies through the understanding of Army rank, structure, and duties as well as broadening knowledge of land navigation and squad tactics. Case studies will provide a tangible context for learning the Soldier's Creed and Warrior Ethos. ***(Note: 2 lecture, 1 lab credit)***

MSL 202 Intermediate Military Science II (3) *(formerly ROTC 253 the Military as a Profession)*
Prerequisite: MSL 201, ENG 251 or concurrently, or prior military experience, taken concurrently with MSL100
This course examines the challenges of leading teams in the complex operational environment. The course highlights dimensions of terrain analysis, patrolling, and operation orders. Further study of the theoretical basis of the Army Leadership Requirements Model explores the dynamics of adaptive leadership in the context of military operations. Cadets develop greater self-awareness as they assess their own leadership styles and practice communication and team building skills. Case studies give insight into the importance and practice of teamwork and tactics in real-world scenarios. ***(Note: 2 lecture, 1 lab credit)***

AMERICAN SAMOA COMMUNITY COLLEGE BACHELOR'S IN ELEMENTARY EDUCATION

THE AMERICAN SAMOA COMMUNITY COLLEGE BACHELOR OF EDUCATION IN ELEMENTARY EDUCATION PROGRAM

Accreditation:

The American Samoa Community College Bachelor of Education in Elementary Education is accredited by the Accrediting Commission of Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges (WASC), 10

Commercial Boulevard, Suite 204, Novato, CA 94949. Phone: (415) 506-0234; Fax: (415) 506-0238; Website www.accjc.org.

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

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

- Aligned to Teacher Education program competencies in the following courses: ED 240, ED 257, ED 300, ED 301, ED 305, ED 312, ED 319, ED 325, ED 330, ED 335, ED 340, ED 350, ED 490, ED 491.

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

- Aligned to Teacher Education program competencies in the following courses: ED 215, ED 280, ED 215, ED 280, ED 300, ED 301, ED 305, ED 312, ED 319, ED 325, ED 335, ED 340, ED 350, ED 340, ED 490, ED 491.

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

- Aligned to Teacher Education program competencies in the following courses: ED 280, ED 285, ED 325, ED 490, ED 491.

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

- Aligned to Teacher Education program competencies in the following courses: ED 240, ED 300, ED 340, ED 350, ED 490, ED 491.

Responsible Leaders:
ASCC graduates act with integrity and take ethical and equitable responsibility for their actions. Graduates engage in professional dialogue and participate in learning communities.

- Aligned to Teacher Education program competencies in the following courses: ED 150, ED 157, ED 257, ED 300, ED 330, ED 335, ED 350, ED 490, ED 491.

Program Mission:
The mission of the American Samoa Community College Bachelor of Education in Elementary Education is to meet the professional development needs of pre-service and in-service teachers enabling them to effectively teach in American Samoa and within the context of the global demands of the twenty-first century.

General Education Outcomes:

- **Analysis and Research:** The teacher candidate demonstrates a high level of competency in examining and interpreting information.
- **Diversification:** The teacher candidate demonstrates a high level of competency in language learning and multicultural backgrounds.
- **Technology Literacy:** The teacher candidate demonstrates a high level of competency in the application of technology in learning environments.

Program Learning Outcomes:

1. Competence in Content and Pedagogy: The teacher has acceptable level of knowledge and skills of the central concepts, tools of inquiry, and structures of the discipline that he or she teaches and creates learning experiences that make aspects of the subject matter meaningful for students.
2. Competence in the Samoan Language, History, and Culture: The teacher is competent and skillful in utilizing the Samoan language, history, and culture as a responsive teaching foundation to enhance learning.
3. Competence in Technology: The teacher is skilled in technology and is knowledgeable about using technology to support instruction and enhance student learning.
4. Competence in Student Diversity: The teacher understands how students differ in their approaches to learning and creates instructional opportunities that are adapted to diverse learners.
5. Designs and Provides Meaningful Learning Experiences: The teacher consistently plans and implements meaningful learning experiences for students.
6. Competence in Assessment: The teacher understands and uses formal and informal assessment strategies to evaluate and ensure the continuous intellectual, social, and physical development of the learner
7. Competence in School & 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.

PROGRAM REQUIREMENTS:

Students are required to complete a B.Ed. admissions application for acceptance into the B.Ed. program. All applications must be submitted to the Admissions Office at the end of the 4th week of instruction during the fall and spring semesters (2nd week of September and/or 2nd week of February).

Students must complete all B.Ed. admission requirements before advancing into the B.Ed. Program. Admission requirements include the following courses:

B.ED. ADMISSION CORE FOUNDATIONAL REQUIREMENTS:			
B.Ed. Admission Requirements for AS Majors: *(Advising for equivalency is required)*			
	ENG 250	Survey of Literature	**3**
	ENG 251	Sophomore Composition	**3**
	MAT 250	College Algebra and Trigonometry	**4**
	PED 152	Beginning Aerobics	**1**
	PSY 250	Human Development	**3**
	SAM 151/151L	Freshman Samoan/Lab	**4**
	BIO 180/180L	Biology I	**4**
		TOTAL CREDITS:	**22**

B.ED. ADMISSION REQUIREMENTS:			
B.Ed. Admission Requirements for AA in Elementary Education Majors:			
	ED 240	Instructional Technologies	**4**
	ED 280	Introduction to Bilingual Education	**3**
	ED 285/285P	Teaching Samoan Language and Culture for Elementary Teachers	**4**
		TOTAL CREDITS:	**11**
B.Ed. Admission Requirements for AA/AS non Education Majors:			
	ED 150	Introduction to Teaching	**3**
	ED 157	Introduction to Elem. Curriculum and Instruction	**3**
PSY 250	ED 215	Introduction to Exceptional Children	**3**
ICT 150	ED 240	Instructional Technologies	**4**
ED 157	ED 257/257P	Teaching Language Arts to Elementary School Teachers/Practicum	**4**
ENG 150, SAM 151/151L	ED 280	Introduction to Bilingual Education	**3**
ENG 150, SAM 151/151L	ED 285/285P	Teaching Samoan Language and Culture for Elementary Teachers	**4**
		TOTAL CREDITS:	**24**

Note: Pre-requisites for general education and core foundational courses are waived for all ASCC AA degree recipients; for transfer students, courses are articulated for equivalency. Students cannot register for any 300 level courses until all B.Ed. admission requirements that include 100 and 200 level program courses are completed. Students cannot register for 400 level courses until all 300 level courses are completed. Students cannot register for ED 490 and ED 491 until all required 300-400 level courses are completed.

BACHELORS OF EDUCATION IN ELEMENTARY EDUCATION

GENERAL EDUCATION REQUIREMENTS:			
	ED 300	Foundations of Education	**3**
ED 300	ED 301	Educational Psychology	**3**
ED 301	ED 325	Principles of Child Development: The Samoan Child	**3**
ED 300	ED 340	Tests and Measurements	**3**
		TOTAL GENERAL EDUCATION CREDITS	**12**
CO-FOUNDATIONAL REQUIRMENTS:			
	ED 305	Foundations of Curriculum and Instructions (Elementary K-8)	**3**
ED 257/257P	ED 312	Teaching Language Arts in Elementary Education	**3**
ED 312	ED 319	Children's Literature	**3**
ED 300	ED 330/330P	Elementary Mathematics Methods	**4**
ED 300	ED 335/335P	Elementary Science Methods	**4**
ED 300	ED 350/350P	Health & Fitness Education for Elementary School Teachers	**4**
ED 340, ED 350/350 P	ED 410/410P	Elementary Social Studies Methods	**4**
ED 340, ED 350/350 P	ED 435/435P	Elementary Creative Dramatics as a Teaching Resource	**4**
ED 340, ED 350/350 P	ED 440/440P	Elementary Samoan Language Methods	**4**
		TOTAL CO-FOUNDATIONAL CREDITS	**33**
FIELD WORK			
ED 410/410 P, ED 435/435 P, ED 440/440P	ED 490	Student Teaching Seminar	**2**
ED 340, ED 350/350P	ED 491	Student Teaching Field Work	**10**
		TOTAL FIELD WORKS	**12**

BACHELORS DEGREE IN ELEMENTARY EDUCATION (B.ED.)	
Admission Requirements	11-24
General Education Requirements	12
Co-Foundational Area Requirements	33
Field Work	12
TOTAL CREDITS	**68-81**

Bachelor of Education in Elementary Education Course Descriptions:

ED 300 Foundations of Education (3)
Prerequisites: Refer to Program Requirement
This course is an introduction to the Foundations of American Education in the United States and American Samoa. Pertinent issues relating to the historical and philosophical backgrounds of education, the nature of schools, and the teaching profession will be stressed. APA formatting is required. ***(Note: 3 lecture credits)***

ED 301 Educational Psychology (3)
Prerequisites: Refer to Program Requirement
This course presents an analysis of the complex factors involved in learning, individual differences, motivation for learning, the psychology of leadership, and socio-cultural factors as they affect the education of children. This course presents an analysis of the complex factors involved in learning, individual differences, motivation for learning, the psychology of leadership, and socio-cultural factors as they affect education of children and youth. APA formatting is required. ***(Note: 3 lecture credits)***

ED 305 Foundations of Curriculum and Instructions (Elementary K-8) (3)
Prerequisites: Refer to Program Requirement

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Deleted: Students cannot register for 300 level courses until all program requirements are completed. Students cannot register for 400 level courses until all 300 level courses are completed. Students cannot register for Student Teaching courses until all 400 level courses are compl ... [13]

This course examines the relevant knowledge, skills, and personal attributes of an effective teacher. Specific attention will focus on the organization of curriculum, instructional design, and assessing student learning. APA formatting is required. ***(Note: 3 lecture credits)***

ED 312 Teaching Language Arts in Elementary Education (3)
Prerequisites: ED 257/257P; Refer to Program Requirement
This course will examine relevant issues of languages, cultures, and methodologies for teachers of elementary education. Specific attention will focus on language acquisition theories, linguistic approaches to teaching languages, and classroom applications of language arts. APA formatting is required. ***(Note: 3 lecture credits)***

ED 319 Children's Literature (3)
Prerequisites: ED 312, Refer to Program Requirement
This course surveys the field of childrens literature. The course will explore all types of childrens literature including genre studies such as fiction and nonfiction, poetry, and fantasy. This class will also explore the history of childrens literature as well as principles of child development. It also examines how to use childrens books effectively ranging from the communicative process to a mastery of book selections. APA formatting is required. ***(Note: 3 lecture credits)***

ED 325 Principles of Child Development: The Samoan Child (3)
Prerequisites: ED 301
This course presents the basic principles of child development and learning. Research, theories, and ideologies emphasizing methodologies and pedagogies that contribute to the educational growth of the child will be examined. The course will explore techniques, support mechanisms, and effective roles recommended for the Samoan classroom. In addition, the course will provide knowledge of appropriate modifications relevant to diversity in the learning environment. APA formatting is required. ***(Note: 3 lecture credits)***

ED 330 Elementary Mathematics Methods (3)
Prerequisite: ED 300
This course provides concepts and reasoning for elementary mathematics education. It will focus on methods and materials for teaching elementary school mathematics. Case studies and instructional technology will be utilized to illustrate K-8 mathematics curriculum and pedagogy. APA formatting is required. ***(Note: 3 lecture credits; Students are required to take both lecture and practicum during the same semester.)***

ED 330P Elementary Mathematics Methods Practicum (1)
Prerequisite: ED 300
ED 330P will provide students the opportunity to be observed by mentor teachers with years of professional teaching experience. Students will meet with their mentor teacher/college instructor to discuss feedback and implement recommendations for the classrooms. ***(Note: 1 credit practicum; Students are required to take both lecture and practicum during the same semester.)***

ED 335 Elementary Science Methods (3)
Prerequisite: ED 300
This course provides concepts and reasoning for elementary mathematics education. It will focus on methods and materials for teaching elementary school mathematics. Case studies and instructional technology will be utilized to educate K-8 mathematics curriculum and pedagogy. APA formatting is required. ***(Note: 3 lecture credits; Students are required to take both lecture and practicum during the same semester.)***

ED 335P Elementary Science Methods Practicum (1)
Prerequisite: ED 300
ED 335P will provide students the opportunity to be observed by mentor teachers with years of professional teaching experience. Students will meet with their mentor teacher/college instructor to discuss feedback and implement recommendations for the classrooms. ***(Note: 1 credit practicum; Students are required to take both lecture and practicum during the same semester.)***

ED 340 Tests and Measurements (3)
Prerequisite: ED 300
This course examines the basic knowledge on the use of measurements and evaluation in the educational process. Primary focus will be given to the theoretical foundations of testing and measurement development and its practical application in the construction and evaluation of tests. Assessment and the use of rubrics will also be explored. APA formatting is required. ***(Note: 3 lecture credits)***

ED 350 Health & Fitness Education for Elementary School Teachers (4)
Prerequisite: ED 300
This course will identify the basic motor skills by examining current research on physical fitness and health. Both pre-service and in-service students will demonstrate physical activities that are appropriate for the growing child. Students will learn about different health behaviors to help children create a pre-intervention healthy life. Students will strengthen their teaching skills by warming up, playing with, supervising, demonstrating, and motivating students to live a holistically healthy life style. APA formatting is required. ***(Note: 3 lecture credits; Students are required to take both lecture and practicum during the same semester.)***

ED 350P Health & Fitness Education for Elementary School Teachers Practicum (1)
Prerequisite: ED 300
ED 350P will provide students the opportunity to be observed by mentor teachers with years of professional teaching experience. Students will meet with their mentor teacher/college instructor to discuss feedback and implement recommendations for the classrooms. ***(Note: 1 practicum credit; Students are required to take both lecture and practicum during the same semester.)***

ED 410 Elementary Social Studies Methods (3)
Prerequisites: ED 340, ED 350/350P; Refer to Program Requirement
This course will focus on: 1) The purpose of the Social Studies Program for K-8 students; 2) The organizational framework of the program per grade level; 3) The knowledge and information on personal and public issues; and 4) Thinking, communicating, and working with others to contribute to American Samoa and society abroad. APA formatting is required. ***(Note: 3 lecture credits; Students are required to take both lecture and practicum during the same semester.)***

ED 410P Elementary Social Studies Methods Practicum (1)
Prerequisites: ED 340, ED 350/350P; Refer to Program Requirement
This course will provide students the opportunity to be observed by mentor teachers with years of professional teaching experience. Students will meet with their mentor teacher/college instructor to discuss feedback and implement recommendations for the classrooms. ***(Note: 1 practicum credit; Students are required to take both lecture and practicum during the same semester.)***

ED 435 Elementary Creative Dramatics as a Teaching Resource (3)
Prerequisites: ED 340, ED 350/350P; Refer to Program Requirement
This course will focus on: 1) Utilizing creative dramatics and theatre as the medium for integrating the visual and performing arts in K-8 subjects; 2) Demonstrating creative teaching and learning strategies from music, art, dance, and theatre to motivate students and to enhance their study of school subjects; and 3) Developing lesson plans and their effective application for integrating the arts in field settings. APA formatting is required. ***(Note: 3 lecture credits Students are required to take both lecture and practicum during the same semester.)***

ED 435P Elementary Creative Dramatics as a Teaching Resource Practicum (1)
Prerequisites: ED 340, ED 350/350P; Refer to Program Requirement
This course will provide students the opportunity to be observed by mentor teachers with years of professional teaching experience. Students will meet with their mentor teacher/college instructor to discuss feedback and implement recommendations for the classrooms. ***(Note: 1 practicum credit; Students are required to take both lecture and practicum during the same semester.)***

ED 440 Elementary Samoan Language Methods (3)
Prerequisites: ED 340, ED 350/350P; Refer to Program Requirement
This course examines theories of language acquisition. A distinction between literature-based and language-based curriculum will be surveyed and examined. Also, the focus will be on the integration of the Whole Language Approach to the teaching of the Samoan Language in the learning environment. The students will be given the opportunity to construct, interpret, and evaluate meaningful learning experiences conforming to *Matati'a ma Alafua o le Gagana Samoa* set forth by the American Samoa Department of Education. APA formatting is required. ***(Note: 3 lecture credits Students are required to take both lecture and practicum during the same semester.)***

ED 440P Elementary Samoan Language Methods Practicum (1)
Prerequisite: ED 340, ED 350/350P; **Refer to Program Requirement**
This course will provide students the opportunity to be observed by mentor teachers with years of professional teaching experience. Students will meet with their mentor teacher/college instructor to discuss feedback and implement

recommendations for the classrooms. ***(Note: 1 practicum credit Students are required to take both lecture and practicum during the same semester.)***

ED 490 Student Teaching Seminar (2)
Prerequisites: ED 410/410P, ED 435/435P & ED 440/440P; Refer to Program Requirement
This seminar course is an overview of the student teaching experience, which will outline all regulations and guidelines of student teaching. The seminar is specifically designed to promote reflection and sharing between student teachers, colleagues, and the college instructor. Opportunities will be given to the student teachers to share their concerns about their progress, encourage growth, and offer support. The seminar is designed to serve as a forum for discussion of relevant issues and exemplars that are authentic to elementary education in American Samoa and the United States. APA formatting is required. ***(Note: 2 lecture credits Students are required to take both ED 490 and ED 491 during the same semester.)***

ED 491 Student Teaching Field Work (10)
Prerequisites: ED 410/410P, ED 435/435P & ED 440/440P
This course provides teaching experience under intensive supervision in a public school setting. The ASCC TED faculty and ST field coordinator provide regular observations, counseling, and evaluations. Student teachers will receive practical experience under the guidance of the cooperating teachers in planning for teaching, managing classrooms, and directing learning activities of students. Student teachers are given the opportunity to direct the activities of the classroom environment to the point of assuming full responsibility. ***(Note: 10 credits of field work. Students are required to take both ED 490 and ED 491 during the same semester.)***

ADMINISTRATION, STAFF, FACULTY AND PROFESSIONAL STAFF

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Reverend Elder Si'ulagi Solomona Jr

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Dr. Moreli J. Niuatoa

Member:
HC Tau'ili'ili Lauifi

Member:
Dr. Annie Fuavai

Ex Officio:
Vaitinasa Dr. Salu Hunkin-Finau

Student Representative:

ASCC ADMINISTRATION

Galea'i, Dr. Seth P.
President
Doctor of Education, Curriculum & Instructions, University of Hawaii-Manoa, HI.
Master of Education, Curriculum & Instructions, University of Hawaii-Manoa, HI.
Bachelor of Education, Curriculum & Instructions, University of Hawaii-Manoa, HI.

Makaiwi-Pato, Dr. Rosevonne
Vice President of Academic & Student Affairs
Doctor of Education, Counseling Psychology, Argosy Chicago, IL.
Master of Education, Counseling & Guidance, University of Hawaii-Manoa, HI.
Bachelor of Arts, College of Liberal Arts, University of San Francisco, CA.

Etuale, Dr. Mikaele
Vice President of Administration and Finance
Doctor of Education, Education, Fielding Graduate University
Master of Arts, Education, University of San Francisco, CA.
Bachelor of Arts, Sociology, California State University, CA.
Associate of Arts, Anthropology, Fullerton Junior College, CA.

Leomiti, Sonny Joseph
Director of Institutional Effectiveness / Accreditation Liaison Officer
Master of Arts, Teaching & Learning, Kaplan University, Davenport, IA.
Bachelor of Education, Elementary Education, University of Hawaii-Manoa, HI.
Associate of Arts, Liberal Arts, American Samoa Community College, AS.

Tauanu'u-Moananu, Letupu
Dean of Academic Affairs / Assistant Accreditation Liaison Officer
Master of Arts, Mathematics, California State University-Fullerton, CA.
Bachelor of Science, Mathematics, Washington State University, WA.
Associate of Arts, Liberal Arts, American Samoa Community College, AS.

Le'i, Dr. Emilia S.
Dean of Student Services
Doctor of Public Administration, Golden Gate University, San Francisco, CA.
Master of Education, Elementary School Administration, Brigham Young University, Provo UT.
Bachelor of Science Education, Elementary Education, Truman State University, MO.

Areta, Aufa'i Ropeti
Director of Agriculture, Community, and Natural Resources
Master of Agriculture, Agricultural Extension Education, Colorado State University, CO.
Bachelor of Science, Agricultural Science and Management, University of California-Davis, CA.

Fauolo, Keseta Okenaisa
Director of Samoan Studies Institute
Diploma of Teaching – Secondary School Teaching, History Geography /Social Studies, Waikato University, NZ.
Master of Science, Geography, Waikato University, NZ.

Bachelor of Social Science, History & Geography, Waikato University, NZ.

Fale, Tauvela
Director of Adult Education Literacy Extended Learning (AELEL)
Master of Education, Curriculum Studies, University of Hawaii-Manoa, HI.
Bachelor of Education, Elementary Education, University of Hawaii-Manoa, HI.
Associate of Arts, Liberal Arts, American Samoa Community College, AS.

Thweatt, Dr. Herbert Jr.
State Director of Small Business Development Center (SBDC)
Doctor of Business Administration, Entrepreneur & Business, California Intercontinental University, Diamond Bar, CA.
Master of Arts, Marketing, Webster University, St. Louis, MI.
Bachelor of Arts, Graphic Design, Norfolk State University, VA.

Tupuola, Tafaimamao
Director of University Center for Excellence on Developmental Disabilities (UCEDD)
Master of Arts, Education: Teaching & Learning, Special Education, Argosy University, HI.
Bachelor of Arts, Liberal Studies, University of Hawaii, HI.
Associate of Science, Management, American Samoa Community College, AS.

Fruean, Evelyn V.
Director of Curriculum and Assessment
Master of Arts, Teaching & Learning, Technology, Kaplan University, IA.
Bachelor of Education, Elementary Education, University of Hawaii-Manoa, HI.
Associate of Arts, General Education, American Samoa Community College, AS.

Galea'i - Scanlan, Dr. Lina
Director of Teacher Education Program
Doctor of Philosophy, Education: Teaching & Learning, Capella University, MI.
Master of Arts: School of Education, University of San Francisco, CA.
Master of Education, Elementary Education, University of Hawaii-Manoa, HI.
Bachelor of Arts, English-Secondary Education, Mount St. Mary's College, Brentwood, CA.

Leau, Michael A.
Director of Trades & Technology
Master of Arts, School of Education, University of San Francisco, CA.
Bachelor of Arts, Communication Arts, Carrol College – Helena, MT.

Zodiacal, Elvis P.
Program Director of Library Services
Master of Science, Library Science, University of North Texas, Denton, TX.
Master of Arts, Education, San Diego State University, CA.
Bachelor of Science, Criminal Justice, University of Guam, GU.
Associate of Arts, General Education, American Samoa Community College, AS.
Graduate Academic Certificate in Advanced

Panama, Annie P.
Program Director of Counseling
Master of Arts, Private School Administration: School of Education, University of San Francisco, CA.
Bachelor of Arts, Sociology, University of San Francisco, CA.

Tuitasi, Sifagatogo
Registrar and Records Officer
Master of Public Administration, California State University, San Bernardino, CA.
Bachelor of Science, Computer Science, California State University, San Bernardino, CA.
Associate of Arts, Liberal Studies
San Bernardino Valley College, San Bernardino, CA.

Leuma, Elizabeth
Admissions Officer
Master of Arts, Education Leadership, San Diego State University, CA.
Bachelor of Science, Health Science: School & Community Health, California State University-Fresno, CA.

Lam Yuen, Peteru
Financial Aid Officer
Master of Liberal Studies, Public Administration, Fort Hays State University, Hays, KS.
Bachelor of Science, Justice Studies, Fort Hays State University-Hays, KS.
Associate of Arts, Liberal Arts & Pre Law, American Samoa Community College, AS..

Silafau-Toa, Emey
Chief Financial Officer

Bachelor of Science, Accounting, Golden Gate University- San Francisco, CA.

Seumanutafa, Loligi Siaki
Physical Facilities Management Officer
Certified Tradesman (Carpentry, Electrical, and Plumbing), American Samoa Government, AS.

Asifoa, Sereima S.
Human Resources Officer
Bachelor of Commerce, Human Resources Management Organizational Change & Leadership, University of Canterbury, NZ.

Su'esu'e, Jessie
Procurement Officer
Associate of Arts, Liberal Arts, American Samoa Community College, AS.

Lokeni, Lokeni
Special Project / Safety Compliance Manager
Associate of Arts, Education, American Samoa Community College, AS.
Associate of Science, Automotive Repair, American Samoa Community College, AS.
Certificate-First Detector Training, AS.
Certificate-Paraveterinary Studies-USP, WS.

Afalava, Alofia
Bookstore Manager

ASCC FACULTY

Ah Chee – Toeava, Rosie
Criminal Justice Instructor / Chairperson
Master of Science in Criminal Justice, Walden University, MD.
Bachelor of Arts, Administration of Justices / Political Science and Communication, University of Hawaii-Hilo, HI.
Associate of Arts, Liberal Arts and Pre-Law, American Samoa Community College, AS.

Ah-Mu, Lele V.
Nursing Instructor, Nursing Education Chairperson
Bachelor of Science in Nursing, Walla Walla College, WA.
Registered Nurse, Oregon State Board of Nursing, OR.

Alefosio, Utumoe
Criminal Justice Instructor
Master of Arts, Organizational Leadership, Argosy University, HI.
Bachelor of Arts, Interdisciplinary Studies, San Diego State University, CA.

Barja, Luvismin
Language and Literature Instructor
Master of Education, Educational Management, Aquinas University, Legazpi City, PH.
Bachelor of Arts, English, Aquinas University, PH.

Calumpang, Florangel
CAPP English Instructor
Master of Business Administration, Silliman University, PH.
Bachelor of Science, Education, Silliman University, PH.
CTESOL, Certificate in English, Trinity College, London, NZ.

Chang, Dr. Daniel
Health & Human Services Instructor / Chairperson
Doctor of Podiatric Medicine, Barry University School of Graduate Medical Sciences, FL.
Bachelor of Science, Biology: General Biology, California University of Pennsylvania, CA.

De la Rosa, Shirley,
Teacher Education / ASBEP Instructor
Master of Education, Curriculum & Instructions, University of Hawaii, Manoa, HI.
Bachelor of Science., Sociology, Weber State College, Ogden, UT.

DeWees, Dr. Randel K.
Science Instruction / Chairperson
Doctor of Chiropractic, Palmer College of Chiropractic-West, CA.

Esera, Adullam
Architectural, Engineering & AutoCAD Technology Instructor
Associate of Occupational Studies, Universal Technical Institute-Phoenix, AZ.

Fa'alafi-Jones, Elisapeta
CAPP English Instructor
Master of Education, Secondary Education, University of Hawaii-Manoa, HI.
Bachelor of Arts, Language Arts, Brigham Young University, HI.

Faasavalu, Ionatana
Agriculture Instructor/Coordinator
Master of Science, Plant Pathology, University of the Philippines, PH.

Bachelor of Science, Agriculture, University of the Philippines, PH.
Diploma-South Pacific Regional College, WS.

Fa'atoafe, Dr. Faofua
Business Instructor / Chairperson
Doctor of Public Administration, Golden Gate University, San Francisco, CA.
Master of Education, Education, University of Hawaii-Manoa, HI.
Bachelor of Science, Business Education, Brigham Young University, HI.

Faulkner, Sa'ofetalai
CAPP English Instructor
Master of Education, Curriculum Studies, University of Hawaii-Manoa, HI.
Bachelor of Education, Elementary Education University of Hawaii-Manoa, HI.
Associate of Arts, American Samoa Community College, AS.

Feleti, Evile Fa'atauao
Samoan Language and Culture Instructor / Chairperson
Master of Education, Curriculum Studies University of Hawaii-Manoa, HI.
Bachelor of Arts, Interdisciplinary Studies – Bilingual Studies (ESL) University of Hawaii-Manoa, HI.
Associate of Science, Criminal Justice, American Samoa Community College, AS.

Felise, Anthony A.
Mathematics Instructor
Master of Arts, Teaching and Learning: Integrated Concentration, Argosy University, HI.
Bachelor of Science, Mathematics / Computer Science, Texas A&M University, TX.
Associate of Arts, Liberal Arts, American Samoa Community College, AS.

Fiame-Tago, To'aiva
Social Science Instructor / Chairperson
Master of Arts, Teaching & Learning, Kaplan University, IL.
Bachelor of Education, Elementary Education, University of Hawaii-Manoa, HI.

Fiaui, Melelina
Language & Literature Instructor / Chairperson
Master of Education, Cross Cultural Teaching, National University-San Diego, CA.
Bachelor of Arts, Liberal Arts: Science, English, San Diego State University, CA.

Glodowski, Lance
Teacher Education / ASBEP Instructor
Master of Education, Literacy Education, University of Nevada, NV.
Master of Arts, Administration & Supervision, University of Phoenix, AZ
Bachelor of Arts, English, University of Nevada, Reno, NV.

Goodwin, Ben A.
Language and Literature Instructor
Master of Business Administration, University of Phoenix-Provo, UT.
Bachelor of Arts: English, Brigham Young University, Laie, HI.

Gopalan Murali
Science Instructor
Master of Science, Education, Walden University
Bachelor of Science, Chemistry, Math & Physics, University of Kerala, IN.

Helsham Derek
Human Services Instructor
Master of Science, Counseling Psychology, Chaminade University, HI.
Bachelor of Education, Elementary Education, University of Hawaii-Manoa, HI.
Associate of Arts, Human Services, American Samoa Community College, AS.

Imo, Eddie
Physical Education Instructor / Chairperson
Master of Education, Secondary Education, University of Hawaii-Manoa, HI.
Bachelor of Arts, Physical Education, San Diego State University, CA.

Isaia, Matagimalie U.
AELEL Instructor
Master of Arts, Educational Administration, San Diego State University, CA.
Bachelor of Education, Elementary Education, University of Hawaii-Manoa, HI.
Associate of Arts, American Samoa Community College, AS.

Lam Yuen, Lam Yuen, Jr.
Business Management Instructor
Master of Public Administration, University of Guam, GU.

Bachelor of Arts, Chemistry, Walla Walla College, WA.

Leiato, Tunufa'i E.
Mathematics Instructor / Chairperson
Master of Arts, Curriculum Studies, Mathematics University of Hawaii-Manoa, HI.
Bachelor of Science, Computer Science / Mathematics, Hawaii Pacific University, HI.
Associates of Arts, Liberal Arts, American Samoa Community College, AS.

Liufau, La'au
Mathematics Instructor
Master of Education, Secondary Curriculum & Instructions Brigham Young University-Provo, UT.
Bachelor of Science, Math & Science, The Church College of Hawaii-Laie, HI.

Longnecker, Ann
Nursing Instructor
Master of Science, Nursing, University of Oklahoma, OK.
Bachelor of Science, Nursing Langston University, OK.
Registered Nurse: American College of Nurses Midwives, Washington DC.
Associate of Science, Arizona Western College, Yuma, AZ.

Mageo, Poe
Music Instructor
Master of Arts in English, Fort Hays State University-Hays, KS.
Bachelor of Arts, Psychology and Piano Performance, Bethany Bible College
Associate of Arts, General Education, American Samoa Community College, AS.

Martinez, Jereicho
Electronics Instructor
Bachelor of Science, Electronics and Communications Engineering, Manila, PH.

Mata'utia, Avele
CAPP Mathematics Instructor
Master of Education - Specialization in Mathematics, Ashford University
Bachelor of Science - Computer Science, Chaminade University, HI.

Matu'u, Vesi V.
Language & Literature Instructor
Master of Arts – English, San Francisco State University, San Francisco, CA.
Bachelor of Arts, English, San Francisco State University, San Francisco, CA.

Meredith, Regina
Art Instructor
Master of Fine Arts, Painting and Drawing, San Diego State University, CA.
Bachelor of Arts, Visual Arts, Washington & Jefferson College, WA.

McFall, Pauline
Instructional Coordinator / Community & Natural Resources Instructor / Chairperson
Master of Business Administration, Healthcare Management, University of Phoenix, AZ.
Bachelor of Science, Exercise and Sport Science, University of Utah, UT.

Moefiainu, Amete R.
Mathematics Instructor
Master of Education – Teaching & Learning, Argosy University, HI.
Bachelor of Science, Mathematical Studies, Texas A & M University, TX.
Associate of Arts, Liberal Arts, American Samoa Community College, AS.

Moore, Robert D.
Information and Communications Technology Instructor
Master of Science, System Management, University of Southern California, CA.
Bachelor of Science, Mathematical and Operations Analysis, US Naval Academy-Annapolis, MD.

Mose, Sinaita'aga Judy
CAPP Mathematics Instructor
Bachelor of Arts, Computer Science, Chadron State College, NE.

Nuusila, Alofa
Samoan Language & Culture Instructor
Master of Arts – Samoan , Le Iunivesite o Amosa o Savavau, Samoa
Bachelor of Arts – Samoan Studies, Iunivesite Aoao o Samoa, Samoa.

Pati, Mona Anne
AELEL Instructor
Bachelor of Arts, Psychology, Argosy University, HI.
Associate of Arts, Education, American Samoa Community College, AS.

Pereira, Lusia
Teacher Education / ASBEP Instructor
Master of Arts, Education, San Diego State University
Bachelor of Education, Elementary Education in Language Arts, University of Hawaii-Manoa, HI.

Associate of Arts, Allied Health, American Samoa Community College, AS.

Petelo-Alainuuese, Feleni
Teacher Education / ASBEP Instructor
Master of Education, Education, University of Hawaii-Manoa, HI.
Bachelor of Education, Education, University of Hawaii-Manoa, HI.
Associate of Arts, Liberal Arts, American Samoa Community College, AS.

Porter, Marston
Math Instructor
Master of Education – Curriculum and Instructions, University of Hawaii-Manoa, HI.
Bachelor of Education – Elementary Math, University of Hawaii-Manoa, HI.
Bachelor of Arts, Television Promotion, Columbia College, Hollywood, CA.
Associate of Arts, American Samoa Community College, AS.

Pua'auli, Loretta
Music Instructor
Master of Arts in Music, San Jose State University, CA.
Bachelor of Arts in Music, University of Hawaii, HI.
Associate of Arts in Music, American Samoa Community College, AS.

Purcell, Dr. Larry
Teacher Education / ASBEP Instructor / Chairperson
Doctor of Philosophy, Education, Teaching & Learning Cappella University, MN.
Master of Arts, Diverse Learner, University of Phoenix, AZ.
Bachelor of Arts – Teaching Education, Brigham-Young University, HI.
Associate of Arts, American Samoa Community College, AS.

Ropeti, Dr. Siamaua
CAPP English Instructor / Chairperson
Doctor of Education, Education, Walden University
Master of Education, Curriculum Studies, University of Hawaii-Manoa, HI.
Bachelor of Education, Elementary Education, University of Hawaii-Manoa, HI.
Associate of Arts, American Samoa Community College, AS.

Samoa, Samoa Jr.
Assistant Physical Education Instructor
Bachelor of Arts in Education, Washing State University, WA.

Sauni, Lise
CAPP English Instructor
Master of Education, Curriculum Studies, University of Hawaii-Manoa, HI.
Bachelor of Education, Elementary Education, University of Hawaii-Manoa, HI.
Associate of Arts, Administrative Law, Palomar Community College, San Marcos, CA.

Seiuli, Ernie
Information & Communication Technology Instructor
Master of Arts, Educational Leadership, Argosy University, HI.
Bachelor of Education, Elementary Education, University of Hawaii-Manoa, HI.
Associate of Arts, Liberal Arts, American Samoa Community College, AS.

Siologa, Jocelyn
Language and Literature Instructor
Master of Arts, Educational Leadership, San Diego State University, CA.
Bachelor of Education, Education, University of Hawaii, HI.
Associate of Arts, Liberal Arts, Leeward Community College, HI.

Sokimi, Ethel
CAPP English Instructor
Master of Education, Educational Foundations & Leadership, University of Hawaii-Manoa, HI.
Bachelor of Education, Elementary Education, University of Hawaii-Manoa, HI.
Associate of Arts, American Samoa Community College, AS.

Suisala, Frederick R.
Automotive, Diesel, & Air Conditioning & Refrigeration Instructor / Chairperson
Master of Automotive Technician, Certificate-Automotive Services for Excellence, Leesburg, VA.

Ta'amu Marisa,
Language and Literature Instructor
Master of Business Management, University of Phoenix, AZ.
Bachelor of Education, Teaching, Auckland College of Education, NZ.
Associate of Arts, Diploma of Education, Pacific Adventist University, PNG.

Tagarino, Alden
Science Instructor

Master of Science, Natural Resources Conservation, University of the Philippines, PH.
Bachelor of Science, Fisheries, University of the Philippines, PH.

Talamoa Tero,
Teacher Education / ASBEP Instructor
Master of Arts, Instructional and Curriculum, Concordia University, OR.
Master of Arts, Education Leadership, Concordia University, OR.
Bachelor of Education, Elementary Education, University of Hawaii-Manoa, HI.
Associate of Science, Engineering Technology, Honolulu Community College, HI.

Talamoni, Tasia
Samoan Language and Culture Instructor
Master of Arts, Teaching and Learning, Argosy University, HI.
Bachelor of Education, Elementary Education, American Samoa Community College, AS.
Associate of Arts, Liberal Arts, American Samoa Community College, AS.

Taua'i Ioapo
Business / Accounting Instructor
Master of Business Administration in Accounting, Capella University, MN.
Bachelor of Science, Business Administration, Hawaii Pacific University, HI.
Associate of Arts, Accounting, American Samoa Community College, AS.

Temese, Lilian
Social Science Instructor
Master of Arts, Education, Constitutional Law, San Diego University, CA.
Bachelor of Arts, Political Science California State University, CA.
Associate of Arts, American Samoa Community College, AS.

Tofilau Emau
Developmental Math Instructor
Master of Business Administration, American Inter Continental University
Bachelor of Science, Accounting and Finance, American InterContinental University
Associate of Arts, Accounting, American Samoa Community College, AS.

Tuiasosopo, Kuki
Drama Instructor / Chairperson
Master Arts in Music, University of Hawaii-Manoa, HI.
Bachelor of Arts, Music University of Hawaii-Hilo, HI.
Associate of Arts, Pre Liberal Arts, American Samoa Community College, AS.

Tunoa-Taase, Wei Lie
AELEL Instructor
Bachelor of Science, Business Education, Chadron State College, NE.
Associate of Science, General Business, American Samoa Community College, AS.

Vasai-Moana, Adrian
Social Science Instructor
Master in Public Administration, Golden Gate University, San Franciso, CA.
Bachelor of Arts in Political Science, Brigham Young University, HI.
Associate of Arts, Liberal Arts, American Samoa Community College, AS.

Zarraga, Edna
Developmental English Instructor
Master of Education in Curriculum Studies, University of Hawaii, HI.
Bachelor of Science, Library, University of Philippines, PH.

PROFESSIONAL STAFF

President's Office

Hudson, Violina
Executive Secretary

Tupua, Tiare
Board Secretary

Institutional Effectiveness

Ah Kau, Malelega
Administrative Assistant

Ah Sam, Sione
Data Specialist I
Associates of Science, American Samoa Community College, AS.

Filiga-Mailo, Virginia
Institutional Researcher I & Publication Officer

Master of Business Administration, California State University, CA.
Bachelor of Science, Business Management, University of Phoenix, AZ.

Kneubuhl, James
Communications & Documents Officer
Master of Arts, University of Hawaii-Manoa, HI
Bachelor of Arts, English, University of Hawaii-Manoa, HI.

Lesa-Atonio, Tanya
Data Specialist II
Bachelor of Science, Business, University of Phoenix, AZ.
Associate of Science, American Samoa Community College, AS.

VICE-PRESIDENT ACADEMIC & STUDENT AFFAIRS

Levu-Saelua, Estelle
Administrative Assistant to the Vice President of Student and Academic Affairs
Bachelor of Arts, Psychology, Argosy University, HI.
Associate of Arts, Liberal Arts, American Samoa Community College, AS.

Division of Academic Affairs (DOAA)

Ripley, Cherylmoanamarie Elmer
Special Assistant to the Dean of Academic Affairs
Bachelor of Public Administration, Golden Gate University-San Francisco, CA.
Associate of Science, American Samoa Community College, AS.

Ualesi, Victor
Administrative Technician Officer
Associate of Science, American Samoa Community College, AS.

Samoa Sailitafa
AHEC Program Coordinator
Bachelor of Science, Nursing, Pacific Lutheran University, WA.

Hunkin, Claire
AHEC Administrative Assistant
Associate of Arts, College of Southern Nevada, Las Vegas, NV

Teacher Education Department

Aydon, Faau
Administrative Assistant/Analyst

Fuimaono, Christine
ASBEP Administrative Assistant
Bachelor of Education, Elementary Education, American Samoa Community College, AS
Associate of Arts, American Samoa Community College, AS

Velega, Vanessa
Office Clerk
Associate of Arts, American Samoa Community College, AS

Trades & Technology Department

Fung Chen Pen, Juliet
Administrative Assistant
Master of Science, Organizational Leadership, Argosy University, HI.
Bachelor of Science, Public Management, Golden Gate University-San Francisco, CA.
Associate of Science, American Samoa Community College, AS.

Division of Student Services

Auva'a-Hudson, Sina
Administrative Assistant to the Dean of Student Services
Associate of Arts, Liberal Arts, American Samoa Community College, AS.

Tuiolemotu, Maxine
Student Government Association Coordinator
Bachelor of Science, Business Management, Missouri Valley College, MI.
Certificate of Proficiency, Counseling & Guidance, American Samoa Community College, AS.
Associate of Arts, American Samoa Community College, AS.

Student Support and Learning Services (SSLS)

Amosa, Isa'ako
Math Lead Tutor
Associate of Arts, Liberal Arts, American Samoa Community College, AS.

Taumatoi, Grace
English Tutor
Associate of Arts, Liberal Arts, American Samoa Community College, AS.

Tofilau, Jamrul
English Tutor
Diploma-Education, English Commerce, Pacific Adventist College

Wells, Betty
Math Tutor
Associate of Art, Liberal Arts, American Samoa Community College, AS.

Counseling

Mane-I'aulualo, Gloria
Career Counselor
Master of Arts, Curriculum Information Liberty University, Lynchburg, VA.
Bachelor of Arts, Social Sciences Psychology, University of Hawaii, HI.
Bachelor of Arts, Professional Studies, University of Hawaii, HI.
Associate of Science, Human Services, Community Service, Honolulu Community College, HI.
Associate of Arts, Liberal Arts, Honolulu Community College, HI.

Ropeti-Leo, Tala
Transferability Counselor
Master of Science, Educational Psychology, Walden University
Bachelor of Arts, Psychology, Argosy University, HI.
Associate of Arts, Education, American Samoa Community College, AS.

Tavai, Pio Tomasi
Personal Counselor
Master of Science, Educational Leadership, Dual Language & Education Equity, California State University, CA.
Bachelor of Arts, Social & Political Science, University of Hawaii, HI.
Associate of Arts, Liberal Arts, American Samoa Community College, AS.

Tinitali, Lydian
Veteran Affairs Services Counselor
Master of Business Administration, International Business, Hawaii Pacific University, HI.
Bachelor of Science, Business Administration, Human Resources Management, Hawaii Pacific University, HI.
Associate of Arts, Liberal Arts, American Samoa Community College, AS.

Admissions Office

Garcia, Katrina
Outreach Counselor
Bachelor of Arts, Communications – Mass Communication, Chaminade University of Honolulu, HI.
Associate of Arts, Liberal Arts, American Samoa Community College, AS.

Taua'i, Sivale
Clerk Specialist III
Associate of Arts, Liberal Arts, American Samoa Community College, AS.

Financial Aid Office

Laban, Thomas
Financial Aid Counselor I
Associate of Science, Automotive Body Repair, American Samoa Community College, AS.
Associate of Science, Automotive Mechanics, American Samoa Community College, AS.

Moala, Brigitte
Administrative Assistant

Siaki, Lefe'emo
Financial Aid Counselor I
Associate of Arts, Liberal Arts, American Samoa Community College, AS.

Tauiliili, Shanell
Financial Aid Counselor II
Associate of Arts, Human Services, American Samoa Community College, AS.
Associate of Arts, Liberal Arts, American Samoa Community College, AS.

Tausili, Mataua
Financial Aid Counselor III
Associate of Arts, San Francisco Community College, CA.

Willis-Tuisamoa, Josephine
Financial Aid Counselor II

Library Services

Afalava, Fa'ailoa
Cataloger
Master of Science, Library Science, University of North Texas, TX.

Bachelor of Education, Elementary Education, University of Hawaii, HI.
Associate of Arts, Liberal Arts, American Samoa Community College, AS.

Choo, Robinson
Library Associate
Associate of Science, Accounting, American Samoa Community College, AS.
Associate of Science, Business Management, American Samoa Community College, AS.

Emmsley, Daisy
Library Clerk

Johnson, Timothy
Library Associate
Associate of Arts, Liberal Arts, American Samoa Community College, AS.

Lotovale, Asomaliu
Library Associate
Associate of Arts, American Samoa Community College, AS.

Pereira, Diana
Library Clerk
Associate of Arts, Liberal Arts, American Samoa Community College, AS.

Popoalii, Faye
Library Associate-Special Collections
Associate of Arts, American Samoa Community College, AS.

Toluao, Pauline
Library Associate (Cataloger) /Supervisor
Certificate, Pacific Library Training Institute, American Samoa Community College, AS.

Registrar & Record Office

Fatuesi, Tuputausi
Student Records Specialist
Associate of Science, Business Management, American Samoa Community College, AS.
Associate of Science, Accounting, American Samoa Community College, AS.

Sene, Agnes
Student Records Technician
Associate of Arts, Pre-Law, American Samoa Community College, AS.
Associate of Arts, Liberal Arts, American Samoa Community College, AS.

Tasesa, Fagatogo
Administrative Assistant
Associate of Arts, Liberal Arts, American Samoa Community College, AS.

Agriculture, Community, and Natural Resources Department

Aga. Galutau Poe
Research Forestry Technician

Ah Sue, John, Jr.
Extension Forestry Technician

Alalamua, Tolomoa S.
Acting Station Manager

Alopopo, Suesue
Agriculture Extension Assistant I

Asifoa – Lagai, Molly
Acting Extension Program Coordinator & 4-H Program Manager
Master of Science, Administration, Central Michigan University, Mount Pleasant, MI.
Bachelor of Science, Psychology Rehabilitation, University of Central Missouri, Warrensburg, MO.

Atibalentja, Dr. Ndeme
Plant Pathologist
Doctor of Philosophy, Plant Pathology, University of Illinois,Urbana-Champaign, IL.
Master of Science, Plant Pathology, University of Illinois, Urbana-Champaign, IL.
Master of Science, Agriculture, Centre Universitaire De Dschang Cameroon, Central Africa

Chan Kau, Marie
Research Assistant I
Associate of Science, American Samoa Community College, AS.

Faaloua, Jerry
Custodian

Faaloua, Peleitala
Lead Carpenter

Faiai, Mele
Agriculture Extension Agent-Manu'a
Associate of Arts, American Samoa Community College, AS.

Fanolua, Foua Sharon
Research Assistant/Water Quality

Associate of Science, American Samoa Community College, AS.

Fiame, Rebecca Toele
Acting Family & Consumer Science (FCS) Program Manager & Families, 4-H & Nutrition Field Supervisor
Associate of Arts, American Samoa Community College, AS.

Fleming, Travis
Community Nutritionist
Bachelor of Science, Dietetics, Idaho State University-Pocatello, ID.

Fuimaono, Nellie
4-H Agent II

Gurr, Ian
Research Horticulturalist
Master of Science, Tropical Plant and Soil Sciences, University of Hawaii-Manoa, HI.
Medicinae Baccalaurea – Bachelor of Surgery (MBBS) Fiji School of Medicine, Suva, Fiji.
Bachelor of Science, Biological Sciences / Chemistry, Brigham Young University, UT.

Gurr, Neil
Agriculture / GIS Specialist,
Bachelor of Arts, Botany, University of Hawaii-Manoa, HI.
Associate of Arts, American Samoa Community College, AS.

Hansell, Michael O.
Animal Specialist
Doctor of Veterinary Medicine, University of the Philippines, PH.

Helsham, Daniel E.
MIS Technician III
Bachelor of Arts, Mass Communication, Chaminade University of Honolulu, HI.
Associate of Arts, American Samoa Community College, AS.

Ilaoa, Emily
Plant Tissue Culture Lab Manager
Bachelor of Science, Horticulture, University of Hawaii-Hilo, HI.

Isaako, Talimatagi
EFNEP Agent I
Associate of Science, American Samoa Community College, AS.

Kusitafu, Maeli Qunicy
Agriculture Extension Assistant

Lago, Helen
Administrative Officer I
Associate of Arts, American Samoa Community College, AS.

Lefono, Jerry
Media Technician I

Leiataua, Toepo
Forestry Stewardship Coordinator
Associate of Arts, American Samoa Community College, AS.

Leiato, Francis
Aquaculture Extension Agent I
Associate of Arts, Marine Science, American Samoa Community College, AS.

Leifi, Niela
Entomology Technician

Lio, Falaofuta
Custodian

Lotovale, Ritofu
Forest Inventory Technician

Mane, Rocky
Management Information System Assistant
Associate of Science, American Samoa Community College, AS.

Maugalei, Faafo'i T.
Forestry Crewmember I

Mavaega-Luvu, Amio
Agriculture Extension Agent II
Associate of Science, American Samoa Community College, AS.

Meredith, Metotagivale
Research Assistant II (Entomology)
Bachelor of Arts, Natural Sciences, University of Hawaii, HI.
Associate of Science, American Samoa Community College, AS.

Misiaita, Eseneiaso
Nutrition Assistant

Molesi-Amosa, Suelynn
Family & Consumer Science Extension Agent I
Associate of Science, American Samoa Community College, AS.

Petaia, Aliimau
4-H Agent II
Associate of Arts, American Samoa Community College, AS.

Peters, Alfred Herbert
Agriculture Extension Program Manager
Associate of Science, Agriculture University of the South Pacific

Peters, Joyce
Administrative Assistant II
Associate of Science, American Samoa Community College, AS.

Ponausuia, Fellin
Agriculture Extension Assistant I

Scanlan, Mary
Administrative Officer
Bachelor of Arts, Sociology, University of Hawaii-Manoa, HI.
Associate of Arts, American Samoa Community College, AS.

Schmaedick, Dr. Mark
Entomologist
Doctor of Philosophy, Entomology, Cornell University, NY.
Master of Science, Entomology, Cornell University, NY.
Bachelor of Arts, Biology, Oregon State University, OR.
Bachelor of Science, Biology, Oregon State University, OR.

Sene, Denis
Urban Community Forestry Specialist
Bachelor of Science, Natural Resources and Environmental Management, University of Hawaii, HI.
Associate of Arts, American Samoa Community College, AS.
Associate of Science, American Samoa Community College, AS.

Setu, Pasia
Research Forestry Technician I

Siliga, Albert
CNR Network Specialist
Associate of Arts, American Samoa Community College, AS.
Certificate of Graduation, Bureau of Medicine & Surgery, San Diego, CA.

Situfu, Tusi
Handyman

Stowers, Simon
Forestry Crew Leader

Su'a-Kalio, Eseta
Office Manager/ADAP Coordinator
Master of Science, Organizational Leadership, Argosy University, HI.
Bachelor of Science, Public Administration, Golden Gate University-San Francisco, CA.
Associate of Science, American Samoa Community College, AS.

Tagaloa, Kerisiano
Manu'a Station Officer

Taifane, Ryan
Exercise Assistant
Associate of Arts, American Samoa Community College, AS.

Tailevai, Shalley
Research Assistant I
Associate of Science, American Samoa Community College, AS.

Talatau – Maugalei, Daisy Masela
4-H Agent I
Associate of Science, American Samoa Community College, AS.

Talolo, Paulo
Agriculture Extension Assistant I

Tarrant, Diana
Family and Consumer Science Extension Agent

Taufetee, Mary
Forestry Program Manager
Master of Arts, Leadership and Human Behavior, United States International University, San Diego, CA.
Bachelor of Arts, Pre Law and Human Behavior, United States International University, CA.

Associate of Arts, American Samoa Community College, AS.

Tesimale, Eirenei H.
Extension Research Greenhouse Technician
Associate of Science, American Samoa Community College, AS.

Tuia, Pouafe
Custodian

Tuiolemotu, Naomi
Nutrition Assistant

Tuiolenuu, Iakopo
Handyman

Uta, Fili
Agriculture Extension Assistant I
Associate of Science, American Samoa Community College, AS.

Van Der Ryn, Dr. Micah
Health Communications Research & Media Specialist
Doctor of Philosophy, Anthropology, University of Auckland, NZ.
Master of Arts, Visual Anthropology, University of Southern California, CA.
Bachelor of Arts, University of California, Santa Cruz, CA.

Vea, Aliitia
Handyman/Custodian

Samoan Studies Institute

Ausage, Christian
Senior Researcher
Master of Arts, Samoan Studies, National University of Samoa, Samoa
Bachelor of Arts, Samoan Language & Culture, National University of Samoa, Samoa
Bachelor of Education, Elementary Education, University of Hawaii, HI.
Associate of Arts, American Samoa Community College, AS.

Mafo'e, Patrick
Cultural Artist
Associate of Arts, American Samoa Community College, AS.

Mailo, Elisaia
Community Outreach Program Coordinator
Bachelor of Arts, Political Science, University of Hawaii, HI.

Mulitalo - Cheung, Tamari M.
Researcher and Language Interpreter
Master of Arts, Samoan Studies, National University of Samoa, Samoa
Bachelor of Arts, English Literature, University of Waikato, NZ.

Sione, Hannacho
Administrative Assistant

Tipa, Faleosalafai,
Researcher & Translator Assistant
Associate of Arts, Samoan Studies, American Samoa Community College, AS.

Tofilau, Vincent J.
Assistant Ethnographer / Videographer
Associate of Arts, American Samoa Community College, AS.

Adult Education Literacy and Extended Learning (AELEL)

Sua, Jennifer
Administrative Assistant
Bachelor of Education, University of Hawaii, HI.
Associate of Art, Liberal / Pre-Law, American Samoa Community College, AS.

University Center for Education of the Developmentally Disabled (UCEDD)

Falaniko, Lesina
Office Assistant

Langkilde, Moresa
Community Trainer
Master of Education, Child Development, Chaminade University of Honolulu, HI.
Bachelor of Arts, English, Chaminade University of Honolulu, HI.
Associate of Arts, American Samoa Community College, AS.

Pato, Nyrese
Administrative Assistant
Bachelor of Psychology, Argosy University, HI.
Associate of Arts, American Samoa Community College, AS.

VICE-PRESIDENT ADMINISTRATION AND FINANCE

Togafau, Mu
Administrative Assistant
Associate of Arts, Business Administration, Coastline Community College, NJ.

Printing Services Managers

Fenumia'i, Tugaga
Production Coordinator

Bookstore

Asifoa, Margaret
Bookstore Technician

Moea'i, Nathadia
Buyer Specialist
Associate of Arts, Education, American Samoa Community College, AS.

Tovi'o, Dolly
Bookstore Cashier

Tualaulelei, Angelica
Bookstore Cashier

Finance Division

Afoa – Liliva Anae Josephine
Accounts Payable Specialist
Bachelor of Arts, Psychology, Argosy University, HI.
Associate of Arts, Liberal Arts, American Samoa Community College, AS.

Ah Siu, Soy Benjamin
Business Office Manager
Associate of Science, American Samoa Community College, AS.

Kim, Eugene
Credit & Collection Specialist
Associate of Science, Business Management, American Samoa Community College, AS.

Lesa, Elsie
Grant Accountant II
Master of Business Administration, Accounting, Chaminade University of Honolulu, HI.
Bachelor of Science, Accounting, Chaminade University of Honolulu, HI.
Associate of Arts, Liberal Arts, American Samoa Community College, AS.

Pelini, Diana
Payroll Specialist
Associate of Arts, Human Services, American Samoa Community College, AS.

Sagapolutele, Claire
Staff Accountant
Bachelor of Science, International Business Management, Brigham Young University, Laie, HI.
Associate of Arts, American Samoa Community College, AS.

Schroeder, Bettyann
Grant Accountant
Bachelor of Accounting, Kaplan University, Davenport, IA.
Associate of Science, Business Management, American Samoa Community College, AS.

Sialoi, Eleasalo
General Account Manager
Associate of Science, American Samoa Community College, AS.

Toeaina, Rennelle
Staff Accountant
Bachelor of Arts, Social Science – Accounting, Washington State University, Pullman, WA
Associate of Science, American Samoa Community College, AS.

Tue, Talaimanu
Account Receivable Specialist

Management Information Systems (MIS)

Ah Sue, James Edward
Computer Lab Assistant

Alaimalo, Fuatapu
Network /Multimedia Specialist
Associate of Science, Electronics, American Samoa Community College, AS.

Nelson, Donald
System Administrator
Bachelor of Science, Computer & Information Science,
Excellence, Commitment, Professionalism, Innovation (ECPI) University, Virginia Beach, VA.

Palelei, Jack
Web/Communications Coordinator
Bachelor of Science, Information Technology, Colorado Tech University, CO.
Associate of Arts, Business Management, American Samoa Community College, AS.

Pulu, Emma
Administrative Assistant
Bachelor of Arts, Anthropology, University of Hawaii-Hilo, HI.
Associate of Arts, American Samoa Community College, AS.

Salavea, Lesina
Computer Lab Assistant

Sellers, Benjimen
Network / Multimedia Technician

Tauiliili, Jermaine
Management Information System Technician I

Taumua, Alvin
Management Information System Technician II

Procurement Office

Ah Colt, Faagutu
Procurement Buyer

Atonio, Pisia
Shipping and Receiving Technician
Associate of Science, American Samoa Community College, AS.

Lokeni, Michael
Shipping and Receiving Technician
Associate of Arts, Pre Law, American Samoa Community College, AS.

Lopesi, Hansolo
Procurement Buyer

Human Resources

Ale, Malaea T.
Human Resources Technician II
Bachelor of Science, Business Management, Kaplan University, Davenport, IA.
Associate of Science, Agribusiness, American Samoa Community College, AS.
Associate of Science, General Agriculture, American Samoa Community College, AS.

Matatule-Samuelu, Lipena
Human Resources Generalist
Bachelor of Public Administration, Golden Gate University, San Francisco, CA.
Associate of Science, American Samoa Community College, AS.

Moananu, Finau Roxanne
Employment Specialist
Associate of Science, American Samoa Community College, AS.

Mose, Dedreck
Human Resources Technician I
Associate of Arts, Liberal Arts, American Samoa Community College, AS.

Saofaigaalii, Silaulelei
Human Resource Manager
Master of Business Administration, Argosy University, Honolulu, HI.
Bachelor of Science, Hawaii Pacific University-Honolulu, HI.
Associate of Science, American Samoa Community College, AS.

Physical Facilities Management

Simi, Robert
Administrative Assistant

Custodial Services

Simanu, Solomona
Supervisor, Custodial Services
Associate of Arts, Liberal Arts, American Samoa Community College, AS.
Associate of Arts, Pre-Law, American Samoa Community College, AS.
Associate of Science, Criminal Justice, American Samoa Community College, AS.

Aiolupotea, Apolonia
Custodian

Belford, Loi
Custodian

Fa'apito, Fuamatala
Custodian

Kerisiano, Ioapo
Custodian

Latu, Sinoti
Custodian

Paepae, Fa'aati
Custodian

Savea, Leone
Custodian

Grounds Services

Fuimaono, Fagatele
Groundskeeper

Magalei, Etuale V.
Groundskeeper

Sua, Seti
Groundskeeper I

Tuuuli, Fili
Groundskeeper II

Uli, Tiamu
Groundskeeper

Maintenance Services

Ah Fook, Tuika
Carpenter

Solia, Toma
Supervisor, Welder/Maintenance
Certificate- Pacific Coast Technical Institute Downey, CA.

Aydon, James Roy
Carpenter

Salaivao, Manuele
Electrician Leadsman

Hala, Lutena
Carpenter

Kona, Visesio
Carpenter

Leausa, Fa'alili
Carpenter

Leota, Mapu
Carpenter

Poloa, Moeao
Plumber/Pipefitter Leadman

Security

Taua'i, Misi
Chief Security & Grounds Supervisor
Associate of Science, Automotive Body Repair, American Samoa Community College, AS.
Associate of Science, Automotive Mechanics, American Samoa Community College, AS.

Solia, Anamaria
Receptionist

Afoa, Tagataese
Security Guard

Isaako, Uiki
Security Officer I

Luaao, Mapusaga Pamela
Administrative Assistant
Associate of Science, Business Management, American Samoa Community College, AS

Moe, Iefata
Security Officer I

Saili, Toetu
Lead Security Officer

Taofinuu, Tamotu
Security Officer I

Tauala, Falesigano
Security Officer I

Telefoni, Taulagi
Security Officer I

Tivao, Benson
Security Officer

Tuitasi, Faamasani
Security Officer

Tupulua, Tupusala
Security Guard

Small Business Development Center (SBDC)

Balauro, Catherine
Business Development Financial Analyst
Master of Accountancy, National University, La Jolla, CA.
Bachelor of Science, Journalism, University of St. Thomas, PH.

Baul, Elaine
Business Development Counselor

Master of Arts, Human Resources Management
Distinction, National University, San Diego, CA.
Bachelor of Science, Business Administration,
California State University, CA.

Pua, Talalelei
Administrative / Data Specialist
Associate of Science, American Samoa Community
College, AS.

Smith, Priti
Business Development Counselor
Associate of Arts, American Samoa Community
College, AS.

ASCC Alma Mater

Hail ASCC!

(To Talitiga Dr. Vena Sele)

Words & Music by
Namulauulu Dr. Paul Pouesi

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
trea-sure 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!
2

ASCC CAMPUS MAP
AMERICAN SAMOA COMMUNITY COLLEGE
PAGO PAGO AMERICAN SAMOA, 96799
JAN 2007
LAND GRANT
GYM
PICTA
AUTO SHOP
ART BLDG
CAFE
MALAE
SCIENCE BLDG
AUDITORIUM
LIBRARY
FH-1
FH-2
FH-3
FH-4
FH-5
FH-6
FH-7
LEGEND:
BUILDING 1 SBDC (SMALL BUSINESS DEVELOPMENT CENTER)
BUILDING 2 MICH HOUSING
BUILDING 3 MFS & MM HOUSING
BUILDING 3A GARAGE
BUILDING 4 MM HOUSING
BUILDING 4A GARAGE
BUILDING 15 ADMINISTRATION BUILDING
ADMISSION
HUMAN RESOURCES
SECURITY
QUAD
DEAN OF ACADEMIC AFFAIRS
ADMISSION & REGISTRAR
FINANCIAL AID
CLASSROOM
FACULTY OFFICES FROM
COMPUTER LAB
BUILDING 14 SCIENCE BUILDING
BUILDING 15 ANNEX BUILDING
BUILDING 16 FINE ARTS BUILDING
BUILDING 17 CAFETERIA & STUDENT SERVICE
BUILDING 18 MAINTENANCE SHOP
BUILDING 18A GARAGE
BUILDING 18B MAINTENANCE WORKSHOP
BUILDING 19 HOUSING
BUILDING 21E STORAGE
BUILDING 21F STORAGE
BUILDING 27G GREENHOUSE
BUILDING 29 HOUSING
BUILDING 29 HOUSING
BUILDING 35 WORKSHOP
BUILDING 38A UMU
BUILDING 38B GENERATOR

SPECIAL ACKNOWLEDGEMENTS

CURRICULUM COMMITTEE MEMBERS

Evelyn V. Fruean
Director of Curriculum and Assessment
Curriculum Committee Chairperson

Cherylmoanamarie Ripley
Curriculum Secretary

Victor Ualesi
Catalog Technician

Letupu Moananu
Dean of Academic Affairs

Dr. Emilia Le'i
Dean of Student Services

Sonny J. Leomiti
Director of Institutional Effectiveness

Michael Leau
Director of Trades & Technology

Dr. Lina Galea'i Scanlan
Director of Teacher Education

Lele Ah Mu
Nursing

Sonny Leomiti 7/21/2016 3:11 PM
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Pauline McFall
Agriculture, Community, and Natural Resources

Annie Panama
College Life Planning

Dr. Faofua Fa'atoafe
Business

Eddie Imo
Physical Education

Rosie AhChee-Toeava
Criminal Justice

Evile Feleti
Samoan Studies

Dr. Larry Purcell
Teacher Education

Michael Moana
ROTC

Dr. Siamaua Ropeti
CAPP English

Dr. Randel DeWees
Science

Kuki Tuiasosopo
Fine Arts

Toaiva Fiame-Tago
Social Science

Dr. Daniel Chang
Health & Human Services

Frederick Suisala
Trades & Technology

Melelina Fiaui
Language & Literature

Tunufa'i Leiato
Mathematics

Sonny Leomiti 7/21/2016 3:11 PM
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