

Accredited by the Western Association of Schools & Colleges

2004 - 2008

**GENERAL CATALOG
PALAU COMMUNITY COLLEGE**

VOL. XIV

This catalog provides general information about Palau Community College, its programs and services, and it summarizes major policies and procedures of relevance to the students. If certain policy statements contained in this catalog are in conflict or inconsistent with policy statements contained in the Student Handbook or the PCC Financial Aid Handbook, the policies stated herein shall prevail.

This catalog was prepared to provide information and does not constitute a contract. **The College reserves the right to, without prior notice, make changes in regulations and offerings as circumstances may require.**

For Admissions Information:

OFFICE OF ADMISSIONS & FINANCIAL AID

Palau Community College

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Palau Community College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, (3402 Mendocino Avenue, Santa Rosa, CA 95403 (707) 569-9177), an institutional accrediting body recognized by the Commission on Recognition of the Post-secondary Accreditation and the US Department of Education.

An Equal Opportunity Employer

MESSAGE FROM THE PRESIDENT

I join the Board of Trustees, faculty, administrators and staff in welcoming you to Palau Community College (PCC). At PCC, we are committed to meeting your educational needs, whether your goal is a university education, occupational training, or acquisition of new skills.

As a student here at PCC, you will find that the subject you master will enhance your ability to regularly develop and test ideas, solve problems, acquire flexibility and learn new skills in a world where one of our only certainties is constant change. PCC pledges to assist your transition into a well-rounded adult who is ready to contribute to the growth of our communities.

As a proud alumnus of PCC, I can attest to the fact that quality education is offered here at PCC. Therefore, I challenge you to invest your first two years at PCC where we will provide you with an environment conducive to academic growth and ensure that appropriate attention is provided to make your study here not only productive but enjoyable.

Again, welcome to the PCC family and I look forward to seeing you on campus.

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2004-2005 Academic Calendar Year

FALL SEMESTER 2004

August	2 (M)	Faculty Report for Duty
August	9-13 (M-F)	Placement Testing
August	16-18 (M-W)	Freshman Orientation & Advising
August	19 (TH)	Registration
August	23 (M)	First Day of Instruction
August	23-27 (M-F)	Late Registration/Drop & Add Period
September	6 (M)	Holiday: Labor Day
October	1 (F)	Holiday: Independence Day
October	4 (M)	Last Day to Remove Incomplete Grades for Summer Session
October	11-15 (M-F)	Mid-Term Period
October	22 (F)	Last Day for All Withdrawals
October	25 (M)	Holiday: UN Day
November	25 (TH)	Holiday: Thanksgiving Day
November	25-26 (TH-F)	Students' Thanksgiving Break
December	10 (F)	Last Day of Instruction
December	13-15 (M-W)	Final Examination Period
December	20 (M)	Grades Due End of Fall Semester Students' Fall Recess

2004 AUGUST S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	2004 NOVEMBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
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2004 OCTOBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	

SPRING SEMESTER 2005

December	27-30 (M-TH)	Placement Testing
January	3-5 (M-W)	Freshman Orientation & Advising
January	6 (TH)	Registration
January	10 (M)	First Day of Instruction
January	10-14 (M-F)	Late Registration/Drop & Add Period
February	18 (F)	Last Day to Remove Incomplete Grades for Fall Semester
March	7-11 (M-F)	Mid-Term Period
March	14-18 (M-F)	Students' Spring Break
March	15 (T)	Holiday: Youth Day
March	25 (F)	Last Day For All Withdrawals
April	1 (F)	PCC Charter Day Celebration
April	2(S)	PCC Charter Day
May	5 (TH)	Holiday: Senior Citizens' Day
May	6 (F)	Last Day of Instruction
May	9-11 (M-W)	Final Examination Period
May	11 (W)	Graduates' Grades Due
May	16(M)	Grades Due
May	20 (F)	Commencement Exercises End of Spring Semester Students' Spring Recess

2005 JANUARY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	2005 APRIL S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
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2005 MARCH S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	

SUMMER SESSION 2005

May	23-27 (M-F)	Placement Testing
May	30-31 (M-T)	Freshman Orientation & Advising
June	1 (W)	Holiday: ROP President's Day
June	2 (TH)	Registration
June	6 (M)	First Day of Instruction
June	6-10 (M-F)	Late Registration/Drop & Add Period
June	24 (F)	Last Day to Remove Incomplete grades for Spring Semester
June/July	27-1 (M-F)	Mid-Term Period
July	8 (F)	Holiday: Constitution Day
July	11 (M)	Last Day for All Withdrawals
July	29 (F)	Last Day of Instruction
August	1-3 (M-W)	Final Examination Period
August	8 (M)	Grades Due End of Summer Session Students' Summer Recess

2005 MAY							2005 JULY							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
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2005 JUNE							2005 AUGUST								
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26	27	28	29	30			28	29	30	31					

2005-2006 Academic Calendar

FALL SEMESTER 2005

August	1 (M)	Faculty Report for Duty
August	8-12 (M-F)	Placement Testing
August	15-17 (M-W)	Freshman Orientation & Advising
August	18 (TH)	Registration
August	22 (M)	First Day of Instruction
August	22-26 (M-F)	Late Registration/Drop & Add Period
September	5 (M)	Holiday: Labor Day
September	30 (F)	Holiday: Independence Day
October	3 (M)	Last Day to Remove Incomplete Grades for Summer session
October	17-21 (M-F)	Mid-Term Period
October	24 (M)	Holiday: U.N. Day
October	31 (M)	Last Day for All Withdrawals
November	24 (TH)	Holiday: Thanksgiving Day
November	24-25 (TH-F)	Students' Thanksgiving Break
December	9 (F)	Last Day of Instruction
December	12-14 (M-W)	Final Examination Period
December	19 (M)	Grades Due End of Fall Semester Students' Fall Recess

2005 AUGUST							2005 NOVEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
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28	29	30	31				27	28	29	30			

2005 SEPTEMBER							2005 DECEMBER						
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23	24	25	26	27	28	29
30	31					

SPRING SEMESTER 2006

January	2 (M)	Holiday: New Year's Day
January	3-6 (T-F)	Placement Testing
January	9-11 (M-W)	Freshman Orientation & Advising
January	12 (TH)	Registration
January	16 (M)	First Day of Instruction
January	16-20 (M-F)	Late Registration/Drop & Add Period
February	24 (F)	Last Day to Remove Incomplete Grades for Fall Semester
March	6-10 (M-F)	Mid-Term Period
March	13-17 (M-F)	Students' Spring Break
March	15 (W)	Holiday: Youth Day
March	24 (F)	Last Day for All Withdrawals
March	31 (F)	PCC Charter Day Celebration
April	2 (S)	PCC Charter Day
May	5 (F)	Holiday: Senior Citizens' Day
May	12 (F)	Last Day of Instruction
May	15-17 (M-W)	Final Examination Period
May	17 (W)	Graduates' Grades Due
May	22 (M)	Grades Due
May	26 (F)	Commencement Exercises End of Spring Semester Students' Spring Recess

2006 JANUARY							2006 APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
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22	23	24	25	26	27	28	16	17	18	19	20	21	22
29	30	31					23	24	25	26	27	28	29
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2006 FEBRUARY							2006 MAY						
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2006 MARCH						
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19	20	21	22	23	24	25
26	27	28	29	30	31	

SUMMER 2006

May/June 29-2 (M-F) Placement Testing
 June 1(TH) Holiday: ROP President's Day
 June 5-7 (M-W) Freshmen Orientation & Advising
 June 8 (TH) Registration
June 12 (M) First Day of Instruction
 June 12-16 (M-F) Late Registration/Drop & Add Period
June 30 (F) Last Day to Remove Incomplete Grades for Spring Semester
 July 3-7 (M-F) Mid-Term Period
July 10 (M) Holiday: Constitutional Day
July 17 (M) Last Day for All Withdrawals
 August 4 (F) Last Day of Instruction
 August 7-9 (M-W) Final Examination Period
 August 11 (F) Grades Due
 End of Summer Session
 Students' Summer Recess

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2006-2007 Academic Calendar

FALL SEMESTER 2006 [addendum](#)
[addendum](#)

August	1 (T)	Faculty Report for Duty
August	7-11 (M-F)	Placement Testing
August	14-16 (M-W)	Freshman Orientation & Advising
August	17 (TH)	Registration
August	21 (M)	First Day of Instruction
August	21-25 (M-F)	Late Registration/Drop & Add Period
September	4 (M)	Holiday: Labor Day
October	2 (M)	Holiday: Independence Day
October	3 (T)	Last Day to Remove Incomplete Grades for Summer Session
October	9-13 (M-F)	Mid-Term Period
October	20 (F)	Last Day for All Withdrawals
October	24 (T)	Holiday: UN Day
November	30 (TH)	Holiday: Thanksgiving Day
Nov/Dec	30-1 (TH-F)	Students' Thanksgiving Break
December	8 (F)	Last Day of Instruction
December	11-13 (M-W)	Final Examination Period
December	18 (M)	Grades Due End of Fall Semester Students' Fall Recess

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2006 OCTOBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	

SPRING SEMESTER 2007 [addendum](#)

January	1 (M)	Holiday: New Year's Day
January	3-5 (W-F)	Placement Testing
January	8-10 (M-W)	Freshman Orientation & Advising
January	11 (TH)	Registration
January	15 (M)	First Day of Instruction
January	15-19 (M-F)	Late Registration/Drop & Add Period
February	23 (F)	Last Day to Remove Incomplete Grades for Fall Semester
March	5-9 (M-F)	Mid-Term Period
March	12-16 (M-F)	Students' Spring Break
March	15 (TH)	Holiday: Youth Day
March	23 (F)	Last Day For All Withdrawals
March	30 (F)	PCC Charter Day Celebration
April	2 (M)	PCC Charter Day
May	4 (F)	Holiday: Senior Citizens' Day
May	11 (F)	Last Day of Instruction
May	14-16 (M-W)	Final Examination Period
May	16 (W)	Graduates' Grades Due
May	21 (M)	Grades Due
May	25 (F)	Commencement Exercises End of Spring Semester Students' Spring Recess

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2007 FEBRUARY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	2007 MAY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
2007 MARCH S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	

SUMMER 2007 [addendum](#)

May 28-31 (M-TH) Placement Testing
 June 1 (F) Holiday: ROP President's Day
 June 4-6 (M-W) Freshman Orientation & Advising
 June 7 (TH) Registration
June 11 (M) First Day of Instruction
 June 11-15 (M-F) Late Registration/Drop & Add Period
June 29 (F) Last Day to Remove Incomplete Grades for Spring Semester
 July 2-6 (M-F) Mid-Term Period
 July 9 (M) Holiday: Constitution Day
July 16 (M) Last Day for All Withdrawals
 August 3 (F) Last Day of Instruction
 August 6-8 (M-W) Final Examination Period
 August 10 (F) Grades Due
 End of Summer Session
 Students' Summer Recess

2007 MAY							2007 JULY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5	1	2	3	4	5	6	7
6	7	8	9	10	11	12	8	9	10	11	12	13	14
13	14	15	16	17	18	19	15	16	17	18	19	20	21
20	21	22	23	24	25	26	22	23	24	25	26	27	28
27	28	29	30	31			29	30	31				

2007 JUNE							2007 AUGUST						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2				1	2	3	4
3	4	5	6	7	8	9	5	6	7	8	9	10	11
10	11	12	13	14	15	16	12	13	14	15	16	17	18
17	18	19	20	21	22	23	19	20	21	22	23	24	25
24	25	26	27	28	29	30	26	27	28	29	30	31	

2007-2008 Academic Calendar

FALL SEMESTER 2007 [addendum](#)
[addendum](#)

August	1 (W)	Faculty Report for Duty
August	6-10 (M-F)	Placement Testing
August	13-15 (M-W)	Freshman Orientation & Advising
August	16 (TH)	Registration
August	20 (M)	First Day of Instruction
August	20-24 (M-F)	Late Registration/Drop & Add Period
September	3 (M)	Holiday: Labor Day
September	28 (F)	Last Day to Remove Incomplete Grades for Summer Session
October	1(M)	Holiday: Independence Day
October	8-12 (M-F)	Mid-Term Period
October	19 (F)	Last Day for All Withdrawals
October	24 (W)	Holiday: UN Day
November	29 (TH)	Holiday: Thanksgiving Day
November	29-30 (TH-F)	Students' Thanksgiving Break
December	7 (F)	Last Day of Instruction
December	10-12 (M-W)	Final Examination Period
December	17 (M)	Grades Due End of Fall Semester Students' Fall Recess

2007 AUGUST S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	2007 NOVEMBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
2007 SEPTEMBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	2007 DECEMBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
2007 OCTOBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	

SPRING SEMESTER 2008 [addendum](#)

January	1 (T)	Holiday: New Year's Day
January	2-4 (W-F)	Placement Testing
January	7-9 (M-W)	Freshman Orientation & Advising
January	10 (TH)	Registration
January	14 (M)	First Day of Instruction
January	14-18 (M-F)	Late Registration/Drop & Add Period
February	22 (F)	Last Day to Remove Incomplete Grades for Fall Semester
March	3-7 (M-F)	Mid-Term Period
March	10-14 (M-F)	Students' Spring Break
March	14 (F)	Holiday: Youth Day
March	21 (F)	Last Day For All Withdrawals
April	2 (W)	PCC Charter Day
April	4 (F)	PCC Charter Day Celebration
May	5 (M)	Holiday: Senior Citizens' Day
May	9 (F)	Last Day of Instruction
May	12-14 (M-W)	Final Examination Period
May	14 (W)	Graduates' Grades Due
May	19 (M)	Grades Due
May	23 (F)	Commencement Exercises End of Spring Semester Students' Spring Recess

2008 JANUARY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	2008 APRIL S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
2008 FEBRUARY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	2008 MAY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
2008 MARCH S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	

SUMMER 2008 [addendum](#)

May 26-30 (M-F) Placement Testing
 June 2 (M) Holiday: ROP President's Day
 June 3-4 (T-W) Freshman Orientation & Advising
 June 5 (TH) Registration
June 9 (M) First Day of Instruction
 June 9-13 (M-F) Late Registration/Drop & Add Period
June 27 (F) Last Day to Remove Incomplete Grades for Spring Semester
 June/July 30-4 (M-F) Mid-Term Period
 July 9 (W) Holiday: Constitution Day
July 11 (F) Last Day for All Withdrawals
 August 1 (F) Last Day of Instruction
 August 4-6 (M-W) Final Examination Period
 August 11 (M) Grades Due
 End of Summer Session
 Students' Summer Recess

2008 MAY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	2008 JULY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
2008 JUNE S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	2008 AUGUST S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

GENERAL INFORMATION

HISTORY

Palau Community College (PCC) was founded in 1969 as a two-year post-secondary vocational/ technical institution. It grew out of a trade school that had its beginning in 1927 during the Japanese administration prior to World War II. PCC began with a small group of students enrolled in one vocational program on a campus with limited physical facilities. It was known at that time as Micronesia Occupational Center.

The expansion of vocational education resulted from such factors as a growing political awareness, articulation among the states/republics of Micronesia, and a greater commitment to educational and economic development by the United States of America. Funding permitted the addition of facilities and staff so that by 1976, training programs were provided in more than twenty specific vocational areas grouped into ten trade clusters. The goal of a post-secondary institution for vocational education to prepare students with necessary skills and knowledge needed in a developing and expanding economy has not changed through the years.

Until 1977, the Micronesia Occupational Center and the Community College of Micronesia were two autonomous post-secondary institutions serving Micronesia. On March 29, 1977, Trust Territory Public Law No.7-29, amended later by Public Law 7-130, created the College of Micronesia as a public corporation under its own Board of Regents. The law, which took effect October 1, 1977, joined into a single post-secondary educational system the Micronesia Occupational Center and the Community College of Micronesia (which included the CCM-affiliated School of Nursing). In May 1978, Micronesia Occupational Center officially became Micronesia Occupational College, a distinct and complementary part of the College of Micronesia. In September 1987, a treaty among the Republic of Marshall Islands, the Federated States of Micronesia, and the Republic of Palau regarding the College of Micronesia was executed establishing complete autonomy of each college in the COM system to local governments. The treaty was terminated on March 31, 1993, which laid the foundation for Palau Community College.

On March 19, 1993, the Republic of Palau President, Kuniwo Nakamura, signed into law RPPL No.4-2, establishing Palau Community College.

On April 2, 1993, Micronesia Occupational College officially became Palau Community College.

GEOGRAPHICAL LOCATION

PCC is located in Koror, Palau. Geographically, Palau is part of Micronesia which was administered by the U.S. as the Trust Territory of the Pacific Islands after World War II, from 1955 to 1994. In 1994, the Republic of Palau entered into a Compact of Free Association with the U.S. This vast ocean area of some 3 million square miles - roughly the size of the continental U.S. is located just above the equator in the Western Pacific Ocean.

Koror, the capital, is located about 500 miles east of Manila, 800 miles southwest of Guam, and 10,000 miles west of Washington, D.C. PCC is therefore the most distant and remote member of the U.S. family of colleges and universities.

Palau Community College is conveniently located in downtown Koror, within walking distance of businesses and government offices.

ACCREDITATION

Palau Community College is a post-secondary vocational/academic institution serving all of Micronesia. Beginning in 1972, it developed into a viable technical institution through a series of self-evaluations and accreditation visits from the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges.

In June 1977, Palau Community College was granted full accreditation by the Western Association of Schools and Colleges. Again in 1982, 1987, 1992, and 1997, after site visits and reviews of the institutional self-evaluation as required every five years, Palau Community College received reaffirmation of its accreditation status from the Western Association of Schools and Colleges.

VISION STATEMENT

Vision 2007: We guarantee quality and excellence.

MISSION STATEMENT

Palau Community College is an accessible public educational institution helping to meet the technical, academic, cultural, social, and economic needs of students and communities by promoting learning opportunities and developing personal excellence.

UNIFYING PRINCIPLES

Unifying principles are highly valued statements or beliefs which form the basis for policy setting, planning, our daily interaction with one another, and our decision making. They serve as cornerstones on which we build a successful institution.

Palau Community College believes in:

- Team Work
- Quality Services
- Open Communication
- Managing with Goals
- Promoting Leadership
- Integrity and Loyalty
- Community Ownership
- Continuous Improvement
- Creativity and Innovation
- People and Respect for Others

MASTER PLAN GOALS:

Palau Community College completed the seventh year of its Ten-Year Master Plan in September of

2004, and has the remaining goals to be completed by October 2007.

Funding:

The College Endowment Fund will reach \$2 million by the year 2007.

Institutional Culture:

By the year 2004, a new and improved Evaluation and Recognition System will be established and implemented at Palau Community College.

By the year 2005, an Emergency Management Plan will be established and implemented at Palau Community College.

Student Retention:

By the year 2007, the Retention Program will ensure that students who enroll at the college succeed in school.

Current and New Programs:

By the year 2007, PCC will provide quality programs that are responsive to the educational and economic needs of the community.

Facilities:

By the year 2007, PCC will have completed construction of facilities to meet the needs of its programs and services.

Technology:

By the year 2005, PCC will have the tools to capitalize upon the campus computer network.

By the year 2007, PCC will be able to distribute learning to individuals and groups beyond the classroom.

By the year 2007, PCC will have added to its curriculum offerings, programs in support of hardware, software and network technology.

Public Relations and Marketing:

By the year 2007, PCC will have a more positive image in the communities it serves.

Learning Resources:

By the year 2005, the Palau Community College Library will coordinate and direct the development of a Republic of Palau union catalog project.

By the year 2007, Learning Resources will have met 90% of the standards for community, junior, and technical colleges learning resources programs spelled out in the Association of College and Research Libraries (ACRL) in providing information and services to PCC and the local community.

GENERAL EDUCATION PHILOSOPHY

Palau Community College believes that education is the key to success by promoting the concept that learning is a lifelong process. With this belief, PCC provides

general education to give each student an opportunity to develop an integrated overview of diverse fields of human knowledge, to become aware of skills and knowledge required to comprehend the changing world, to acquire basic principles and concepts that are part of different disciplines, to educate and enable students to cope with changing societies, and to prepare those interested in pursuing higher education beyond PCC.

Outcomes:

Students will be able to:

1. Critically think and solve problems.
2. Communicate clearly, both orally and in writing.
3. Use mathematical skills appropriate to our technological society.
4. Appreciate knowledge about their own physical bodies, minds, physical worlds, and environment.
5. Be aware of different contemporary issues and cultures that affect their worlds.
6. Appreciate different cultures and peoples.
7. Appreciate the world of arts.

FAMILY EDUCATIONAL RIGHTS AND POLICY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. These rights include but are not limited to the following:

1. The right to inspect and review the student's educational records. Request must be in writing which states or identifies the record(s) to be inspected/reviewed and addressed to the Registrar's Office. The Registrar will notify the student of the time and place where the record(s) may be inspected/reviewed. If the record(s) is/are not maintained by the Registrar, the student will be advised of the correct office/official to whom the request should be addressed.
2. The right to request changes to the student's educational records that the student believes are inaccurate or misleading. Students may ask the college to change or amend a record that they believe is inaccurate or misleading. The request must be in writing which clearly identifies the record or part of the record they want to change and specifies why it is inaccurate or misleading and addressed to the Registrar's Office. If the college

decides not to change or amend their record as requested, the student will be notified of the decision and advised of his/her rights to challenge the decision through the Student Review Board.

3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. Examples of disclosure of educational records without consent is to the college officials with legitimate educational interest to review records in order to fulfill professional and official responsibilities, parents or legal guardians of students under 18 years old, and upon order of a court of competent jurisdiction.
4. The right to file a complaint with the United States Department of Education (USDOE) concerning alleged failures by PCC to comply with the requirements of FERPA. Complaints may be addressed to:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605.

ARTICULATION INFORMATION

The college is directing its articulation efforts toward other institutions in the Pacific Region and the U. S. Mainland. Currently, PCC has articulation agreements with the University of Guam, the College of Micronesia-FSM, Hawaii Pacific University, Chaminade University of Honolulu, Brigham Young University-Hawaii, the University of Hawaii-Hilo, the University of Hawaii-West Oahu, Grand Valley State University, Occidental College, National University, Western Governors University, San Diego State University, Pacific Islands Bible College, Waseda University, the University of the Ryukyus, and Japan Aviation Academy.

Consult the Office of Academic Affairs to find out the current status of articulation.

ACADEMIC FREEDOM

Palau Community College supports and protects the principle of academic freedom for each faculty member. The principle of academic freedom is guaranteed to all faculty members acting within the scope and terms of their employment. The principle of academic freedom

asserts that all faculty members are entitled to freedom within their classrooms to discuss their fields of expertise, to conduct research in their fields of special competence, and to publish the results of their research.

SEXUAL HARASSMENT

Sexual harassment is defined as “unwelcome sexual advances, request for sexual favors, and other verbal, visual, and/or physical conducts of a sexual nature, made by someone from, or in, the workplace or educational setting.”

ORGANIZATION OF THE COLLEGE

THE GOVERNING BOARD

The Board of Trustees protects the institution from external pressures and provides stability and continuity to the institution. It sets the purposes of the institution and manages its fiscal resources. It establishes institutional policies and delegates to the chief executive officer of the college the responsibilities to administer these policies.

OFFICE OF THE PRESIDENT

The Office of the President provides the educational leadership to define goals, develops plans, and establishes priorities for the college.

DEVELOPMENT OFFICE

The Development Office is responsible to the Office of the President in the areas of institutional development, research and planning, and public relations.

DEPARTMENTS

Palau Community College is organized into three major functional areas: Education and Training, Administration, and Cooperative Research & Extension.

EDUCATION & TRAINING

The following college functions come under the administration of Education and Training Department: Academic Affairs Division, Student Services Division, and Continuing Education Division.

ACADEMIC AFFAIRS DIVISION

The Academic Affairs Division is responsible for all instruction and instructional programs, including the administration of the schools within the college. The schools are: School of Arts and Sciences, School of Business, and School of Technical Education.

The college offers degrees in eighteen (18) areas in order to meet the needs of the Micronesian community.

School of Arts and Sciences

- Agricultural Science
- Criminal Justice
- Education
- Environmental/Marine Science
- Library & Information Services
- Liberal Arts
- Nursing

School of Business

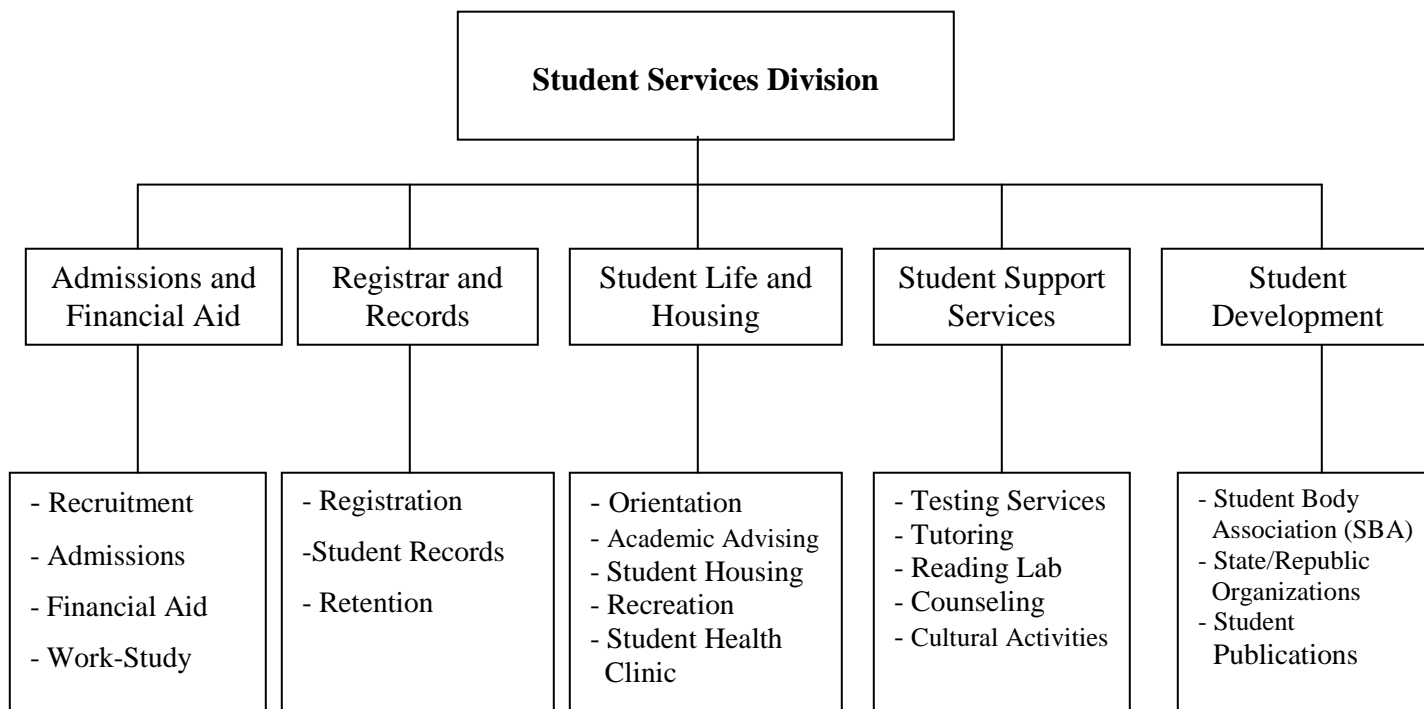
- Business Accounting
- Business Administration
- Information Technology
- Office Administration
- Tourism & Hospitality

School of Technical Education

- Air Conditioning and Refrigeration Technology
- Automotive Mechanics Technology
- Construction Technology
- Electrical Technology
- General Electronics Technology
- Small Engine and Outboard Marine Technology

STUDENT SERVICES DIVISION

The Student Services Division is one of the three major divisions under the Education and Training Department of the college. Its purpose is to compliment and supplement the Academic Affairs Division by offering programs and services which facilitate and provide opportunities for maximum personal growth and development of each student. The following chart illustrates units and services/programs which fall under Student Services Division.



ADMISSIONS & FINANCIAL AID

This unit is responsible for the administration of admission to the college, federal student financial aid program, and Federal Work-Study Program.

FINANCIAL AID INFORMATION

What is financial aid?

Financial aid (federal and non-federal funds) is monetary assistance that is intended to help students meet college expenses. Awards may be in the form of grants, loans, scholarships, employment opportunities, or a combination of these. Certain personal financial disclosures are required of students, in order for a financial need analysis to be completed and awards to be made. Determination of financial need will be made based upon the financial information a student submits. All the information will be kept confidential.

The primary financial responsibility for a college education rests with the student and his/her parents. Financial aid does not cover all of a student’s expenses, which include personal and transportation expenses, etc.

Applying for Financial Aid

Students are encouraged to apply for admission and financial aid concurrently in order to expedite each important process. Applicants must be admitted to the College in order to receive financial aid.

The Free Application for Federal Student Aid (FAFSA) is the required application for need-based financial aid at PCC. In order for PCC to receive FAFSA data to determine eligibility for financial aid, applicants must list Palau Community College, Koror, Palau, **federal school code #011009** in the Releases and Signatures section of the FAFSA.

The FAFSA is available from all high schools and colleges starting in November or December for the following academic year.

Financial Aid Priority Dates

Financial aid applicants **must** file their FAFSA **no earlier than January 1 but no later than February 15** in order to make the College priority filing deadline. Also, applicants must be admitted to the College by April 15 in order to ensure priority consideration for available financial aid. Students applying after these priority dates will be considered for financial aid on a funds-availability basis.

Financial Aid Process

The FAFSA data is processed by the central processor, and an Expected Family Contribution (EFC) is calculated utilizing a formula mandated by the federal government. The results of this calculation are forwarded to the College, where the Office of Admissions & Financial Aid compares the EFC to the cost of attendance in order to determine each applicant's financial need and eligibility for specific types of financial assistance. The Federal verification process requires that applicants provide documentation of FAFSA data, for example, income tax returns/wage & tax statements, social security benefits, pension benefits, etc) which is compared to the original application information. Financial Aid eligibility and awards may be revised following the verification process.

The Financial Aid Package

Once financial need is established, the Office of Admissions & Financial Aid assembles the best possible financial aid package for each applicant. This package generally combines several types of aid from sources inside and outside the College.

Rarely does total student aid come from a single source. A typical PCC financial aid package is developed from three sources: scholarships, grants, and work-study. The proportions of aid from each of these sources vary greatly, depending upon individual circumstances. Financial aid packages can vary from year to year, depending on changes in a student's financial need, grades, and date of filing. Students must reapply for financial aid each year by the priority date to ensure maximum eligibility.

Federal Student Aid

Federal student aid is financial assistance by the United State Department of Education (USDOE) extended to eligible students enrolled in eligible programs at participating schools to cover school expenses, including tuition and fees, room and board, books and supplies, and transportation. Most federal aid is need-based. The three most common types of aid are **grants** (financial aid that does not have to be repaid), **loans** (borrowed money that must be repaid with interest, and **work-study** (A job opportunity for students to work part-time to earn money to help pay for school expenses.

Palau Community College (PCC) participates in only three of the federal student aid programs:

1. **Federal Pell Grant** – A Federal Pell Grant does not have to be repaid. Generally, the Federal Pell Grants are awarded only to undergraduate students who have not earned a bachelor's degree or professional degree such as medicine, law or dentistry.
2. **Federal Supplemental Educational Opportunity Grant (SEOG)** – SEOG is for undergraduate students with exceptional financial need. Students may receive a FSEOG Award in an amount from a minimum of \$100 up to a maximum of \$4000 per award year depending on students' financial needs and the availability of funds.
3. **Federal Work-Study (FWS)** – The Federal Work-Study (FWS) program provides part-time jobs for undergraduate students who need financial aid to help pay for their educational expenses. Students may also gain work experience in their chosen fields of study.

Student Eligibility Requirement for Federal Financial Aid

To receive assistance from any federal student aid program (Federal Pell Grant, Federal SEOG, and Federal Work-Study), a student must meet the following criteria:

1. Have a **high school diploma** or a **General Education Development (GED) Certificate** or pass an approved ability-to-benefit test by the U.S. Department of Education, etc. See the financial aid administrator for more information.
2. Be enrolled as a **regular student** working toward a degree in an **eligible program**.

3. Be a **U.S. citizen** or **eligible non-citizen (FSM, Marshall Island and Palau)**.
4. Have **financial need**. A student's yearly educational expenses must be greater than the contribution he/she and his/her family can make toward these expenses.
5. Have a **valid U.S. Social Security Number** (FSM, Marshall Islands and Palau citizens are exempted).
6. Certify that the federal student aid will be used only for educational purpose.
7. Certify that no federal student loans are in default and that no money is owed on federal student grants.
8. Indicate that registration with the Selective Services if required is completed.
9. Make **Satisfactory Academic Progress** toward the completion of degree.

Satisfactory Academic Progress

The Higher Education Amendments Act of 1992, and Palau Community College require that a student receiving federal assistance must demonstrate satisfactory academic progress (SAP). In general, SAP is defined as "proceeding toward successful completion of degree requirements". For financial aid purpose only, **the Normal Completion Time** is defined as follows: As a full-time student, eligibility for financial aid continues for a number of years equal to 150% of the normal completion time for the degree the student is seeking to earn.

Therefore, a full-time student is eligible to receive financial aid for a maximum of three years or six semesters for a degree program. Full-time students who are eligible for, and receiving, financial aid must successfully complete at least twelve credits with a minimum Cumulative GPA of 2.0 each semester. Students who fail to achieve this criterion are placed on Financial Aid Probation and may lose all financial aid if their academic performances do not reflect satisfactory progress after two consecutive semesters.

This is for financial aid eligibility only; therefore, this satisfactory academic policy has no effect whatsoever on students' academic records at PCC.

The policies and procedures governing SAP are available at the Office of Admissions & Financial Aid. Students with additional questions regarding this policy are invited to inquire at this office.

Course Repeats

Courses that are repeated will count in the calculation of hours attempted and completed hours earned.

Federal Financial aid will not cover courses that are being repeated for the third time. Financial aid will pay up to two (2) repeats per course. A third repeat and beyond will not be paid for by financial aid.

Non-federal funds

Non-federal funds include state/republic scholarships (as well as grants and loans) and private scholarships. The Office of Admissions & Financial Aid helps students seek and file applications for state/republic scholarships.

The PCC Development Office assists students in seeking and filing applications for scholarships. The following are some of the scholarships available to Palau Community College students:

1. State Scholarships and Grants – The Federated States of Micronesia, Republic of the Marshall Islands and Republic of Palau offer scholarships, grants, and, in some instances, loans to their respective citizens. For detailed information, contact the Office of Admissions & Financial Aid.
2. Private Foundations/Scholarships – Students may receive private scholarships from a variety of sources in recognition of their academic records. These scholarships include the following:
 - a. Moylan's Insurance Scholarship – Maximum award for the year is \$1000. Eligibility: Resident of Palau; high school graduating senior or current PCC student; have a cumulative GPA of at least 2.50 to 3.50.
 - b. Pierantozzi Scholarship – Maximum award for the year is \$1000. Eligibility: citizen of Palau; high school graduating senior or current PCC student, have a minimum cumulative GPA of at least 3.00 to 3.50; have been accepted to PCC for the upcoming fall semester.

- c. Prince Leeboo Scholarship – Maximum award for the year is \$1000. Eligibility: citizen of Palau; high school graduating senior or current PCC student; have a minimum cumulative GPA of at least 3.50; have been accepted to PCC for the upcoming fall semester.
- d. Roman Tmetuchl Scholarship – Maximum award for the year is \$1000.00 Eligibility: citizen of Palau; a high school graduating senior or current PCC student; have a cumulative GPA of at least 3.00 to 3.50; have been accepted to PCC for the upcoming fall semester.
- e. Shell Company Scholarship – Maximum award for the year is \$1000. Eligibility: Resident of Palau; a high school graduating senior or current PCC student; have a minimum cumulative GPA of at least 2.50 to 3.50; have been accepted to PCC for the upcoming fall semester.

Note: The above scholarships/grants are subject to change without notice.

STUDENT SUPPORT SERVICES (PROJECT BEACON)

Student Support Services is one of the federal programs funded by the U.S. Department of Education and is operating under Student Services. It was established to give support to students who want to utilize their full potential but are having difficulty in doing so. The Student Support Services staff are concerned not only with each student's academic progress, but also with that student as an individual. Through this program, each student receives assistance and encouragement that will enable him/her to be successful at Palau Community College. The components of the program are tutoring, counseling, and cultural activities.

Tutoring: Math and English tutoring programs are among the components of Student Support Services. Both components provide one-on-one hour-long tutoring appointments and scheduled basic skills instruction, computer assisted instruction (CAI), and tutorial services that form the core of their program. Students are scheduled to work with professional staff or peer tutors or may be scheduled to work alone with the aid of computer-assisted instruction (CAI). Tutoring may be offered in other subjects as needed. The English component also includes a reading lab.

Counseling: Project Beacon and Career Counseling are other components of Student Support Services. Counseling services are available to all students by either appointment or on a walk-in basis.

Counseling staff provide services which assist students in overcoming emotional and academic concerns which could prevent them from succeeding in their college experiences. Students are encouraged to utilize the counseling services regarding any problems they encounter. Assistance is also provided to students to help them effectively manage their personal, academic and social concerns/values. Career and college transfer services are also available through the counseling program. The staff also provide referrals to appropriate services to meet students' needs.

Cultural Activities Programs: Student Support Services provides cultural activities such as field trips and visits to foster exposure, awareness, and appreciation of cultural differences. These cultural events and field trips are planned and conducted throughout the school year to give participants a better understanding and appreciation of the different cultures represented on campus. Field trips and visitations to cultural sites in Palau give participants a better understanding of the life style of the earlier Palauan generations thus increasing an awareness of and appreciation for cultural differences.

STUDENT LIFE AND HOUSING

This unit is responsible for the coordination of student housing program, student health services, development and implementation of co-curricular programs, recreational activities, and coordination of freshman orientation and academic advising for students.

Student Housing

The college provides on-campus housing for one hundred and sixteen students. The three residence halls are two-story concrete buildings with a centralized T.V. lounge, recreational facility, a laundry room and paid telephone services.

There are two buildings with a centralized bathroom on each floor, two small lounges and a study hall on the second floors. The third residence hall has triple occupancy rooms with private bathrooms and a central lounge.

Each room is furnished with standard size twin beds, and closets. Residents supply their own linens, electric fans

and other personal items. Residents are responsible for cleaning their own rooms. Student Housing does not have cleaning services, so residents are scheduled, on a rotation basis, to clean public areas in the buildings and the surrounding yards as part of house chores.

The residence hall is staffed by two-full time resident managers who are responsible for facilities, programs and services.

The guidelines for living in Palau Community College dormitories have been established to protect the health, safety, and social welfare of all community members, to provide a climate conducive to study, to discourage dishonesty, vandalism and personal abuse, and to avoid infringement on the rights of others.

Each resident is responsible for his or her actions and each is entitled to a safe and secure atmosphere in which to reside and pursue his or her educational objectives. All information concerning rates and food service are included in the housing application which can be obtained by writing to the Office of Student Life, Palau Community College, P.O. Box 9, Koror, Republic of Palau, 96940. See also tuition, fees and other charges on pages 34 to 36 of the catalog.

Student Activities

The college provides recreational and sporting activities to broaden the college experiences of students. Student activities are designed to enhance students' abilities to achieve academic, personal and social success. These activities are also designed to foster staff, faculty and student relationships through participation in games, recreational activity and/or social events.

Student Health Services

The college in collaboration with the Ministry of Health operates a Student Health Clinic on campus Monday through Friday. The Student Health Clinic provides such services as first aid care for illnesses and minor injuries, health education and counseling, family planning, and referrals to appropriate medical and health services.

Student Mailing Address

Student may wish to rent a mailbox at the Republic's Post Office or choose to utilize the Student Services'

Post Office box. If students choose to use the Student Services' postal address, it is as follows:

P.O. Box 370
Koror, Republic of Palau, 96940

REGISTRAR & RECORDS

This office handles registration, student records, evaluation of transfer credits and retention.

Student Retention

Student retention is the core focus of the efforts of staff, faculty and administrators, and indeed, the entire family of Palau Community College. The effort of the retention program is aimed at creating an environment that is conducive to student learning; thus leading to increased student success, satisfaction, retention, and graduation rates.

STUDENT DEVELOPMENT

Student Organizations

All registered students in degree programs are regular members of the Student Body Association (SBA). Student officers and senators within the framework of a constitution and its bylaws govern the SBA. Four officers and senators are elected annually to form the student senate and they are responsible for administering the affairs of the association. Each republic/state annually elects a student senate representative to the SBA. The association is responsible for the general welfare of the student body.

Most republics/states represented on campus have formed republic/state organizations the purpose of which is to build a support system and advocate for their constituents. These republic/state organizations function within their by laws which are approved by the college. Students with a common interest and purpose may form a club/organization and petition the college to sanction them as an official club/organization of the college.

All proposed activities that are sponsored in the name of the college club/organization must first be approved by the Dean of Students or his/her designee. College clubs/organizations are required to comply with all college policies and regulations in carrying out their activities whether the activity is held on or off campus.

Student Publications

Publication of a student newsletter and the yearbook is the responsibility of the SBA. These publications provide opportunities for students to acquire experience in various phases of journalism, such as writing, editing, layout, production, and advertising under the guidance of an advisor. The college, to the extent reasonable, will offer assistance and support to promote these interests.

Student Responsibility

Each student at Palau Community College is considered to be a mature and responsible individual. As members of the college community, students are expected to understand that they are responsible for their success in college.

The college maintains a code of disciplinary rules and regulations. As responsible members of the college community, students are expected to maintain appropriate codes of conduct at all times. Violators of the student codes of conduct will be held accountable for their action(s) and may be subject to a variety of disciplinary actions which may include reprimand, probation, restitution, suspension and/or dismissal.

Student ID Card

Each student is required to obtain and carry a Palau Community College ID card as proof of enrollment. The ID cards are issued to all incoming students during the first week of classes. The ID card is required for checking out library books, using/checking out recreation equipment, receiving Work Study paychecks, entering or using limited access facilities and equipment, and for general identification around campus and the community.

Student Conduct

Each incoming student is provided with a copy of the Student Handbook. Students should read the handbook carefully to familiarize themselves with the student codes of conduct and sanctions for violators.

Palau Community College views sexual harassment and academic dishonesty (cheating or plagiarism) as serious violations of the student codes of conduct.

The college will sanction and/or prosecute perpetrators to the fullest extent of the Republic of Palau law.

Sexual Harassment

Sexual harassment is defined as “unwelcome sexual advances, request for sexual favors, and other verbal, visual, and/or physical conducts of a sexual nature, made by someone from, or in, the workplace or educational setting.”

Academic Dishonesty

Cheating includes giving or receiving unauthorized assistance during tests or examinations, giving or receiving unauthorized information about tests or examinations before they are given, submitting someone else’s work as one’s own, using prohibited sources of information during tests or examinations, altering the record of any grade or altering answers after a test or an examination has been submitted, or falsifying any official college record.

Plagiarism, includes but is not limited to, submitting any work that has been copied in whole or in part from another individual’s work without attributing that borrowed portion to the individual, neglecting to identify as a quotation another’s idea and particular phrasing that was not assimilated into the student’s language and style, or paraphrasing a passage so that the reader is misled as to the source.

Refer to the PCC Student Handbook for more detailed information on student codes of conduct and sanctions for violators.

A student whose behavior/action is found to be in violation of the student codes of conduct and/or rules and regulations of the college shall be subject to the following disciplinary actions determined by the nature of the offense and in consideration of the previous record(s) of the student. The Dean of Students is responsible for adjudicating charges of misconduct against student offenders.

The following disciplinary sanctions may include restrictions of activities/facilities or loss of certain privileges as deemed appropriate by the Dean of Students:

1. Warning (oral or written)
2. Probation
3. Restitution
4. Suspension
5. Dismissal

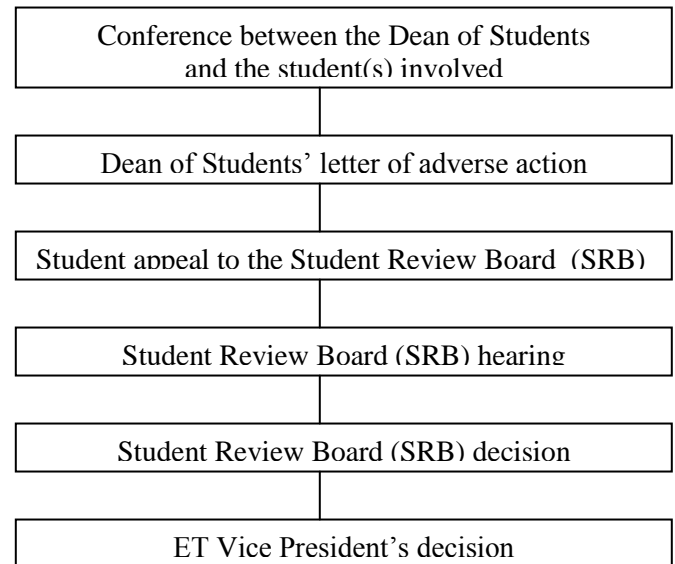
Students' Rights in Due Process

When the action is dismissal or suspension from the dormitory or from school for more than five (5) school days, the accused will be guaranteed the following rights inherent in due process:

1. A conference between the Dean of Students and the accused student to discuss the alleged misconduct, possible charges and proposed action to be taken against the student. During this conference, the student is given an opportunity to answer questions and present evidence in his/her defense. If the Dean of Students determines that the evidence does not support findings of a violation, charges against the student will be dropped. This conference must be held within five (5) school days of the date of the complaint or report.
2. The student shall be notified in writing that she/he has violated a student code of conduct and/or college rules and regulations and the proposed adverse action against him/her. The letter of proposed action must state any and all reasons for the proposed action(s) including a statement of the alleged violation. The letter must also state the student's right to appeal the decision to the Student Review Board (SRB).
3. The Dean of Students must make available to the student for his/her review all materials and pertinent information relied upon for the adverse action upon request by the student.
4. The student will be allowed four (4) school days from the date of the letter of adverse action to appeal the decision to the SRB. The SRB hearing shall take place within five (5) school days from the date of the appeal letter. During this period of appeal and hearing, the student must be kept on his/her regular class schedule.
5. The SRB decision must be forwarded to the Dean of Students within three (3) school days after the hearing. The SRB decision may include the following:
 - a. Imposition of the adverse action
 - b. Imposition of a lesser adverse action
 - c. Finding that no action is warranted and dropping all charges against the student

6. Further appeals either by the student or the Dean of Students shall be decided by the Vice President of Education and Training Department within five (5) school days from the date of the appeal letter. The Vice President's decision will be final.

The following flow chart illustrates the process:



Student Grievance

Students who believe that they have been mistreated or unfairly affected by an administrative and/or instructional decision may file a complaint or grievance with the Dean of Students. For detailed information and procedures on resolving a complaint or grievance, refer to the Student Handbook.

Student Review Board (SRB)

The Student Review Board (SRB), operates as an ad hoc body that reports directly to the Vice President of Education and Training Department, and shall represent the students' interests in matters concerning their education, rights and responsibilities as students at PCC.

The SRB shall function within the perimeters of the college policies and regulations and ROP government. The SRB is charged with the following duties and responsibilities:

1. Acts as a hearing board to schedule and hold hearings on students' appeals for academic and behavioral disciplinary actions such as academic/dormitory suspension and dismissal and behavioral disciplinary actions for misconduct.

2. Acts as a review board to hear and decide on student appeals regarding other matters, such as grades earned, dormitory assignments, classroom conduct and unfair/unacceptable treatment of staff and faculty.

All decisions of the SRB are recommendations in nature for consideration by the Vice President of Education and Training Department.

The SRB members shall be comprised of five (5) members that include staff, faculty and student representatives and will be appointed each time as needed by the Vice President of Education and Training Department. The Director of Student Life and Housing will serve as a permanent member of the SRB. The SRB shall serve as an ad hoc body which will be disbanded after conclusion of a hearing. New members will be appointed again as the need arises.

CONTINUING EDUCATION DIVISION

The Continuing Education Division serves as an outreach arm of the college responsible to sponsor activities including non-credit and short-term training designed to meet pre-service and in-service needs of the community. Continuing Education provides programs and services that empower the community to meet its growing and changing educational and training needs.

1. CE serves the community by offering non-credit programs such as pre-service training for those who are looking for jobs, in-service training for those who are employed and need to enhance and upgrade their skills, workshops, seminars, conferences, conducting community surveys, or apprentice training for persons regardless of their age or previous education, and who are not concerned with earning academic credits but wish to enrich their lives and improve their personal efficiency.
2. CE provides one-on-one advising, counseling and guidance for people interested in acquiring entry-level skills or for employees who need to upgrade themselves.
3. CE offers summer programs, such as keyboarding, computer application, mathematics, English reading and writing, music, art, camping, marine science, and Internet exploration, for school age children

Enrichment or Non-Credit Programs

Individual programs are developed based on specific requests made by individuals or groups for their immediate and/or long term needs. CE customizes the programs to fulfill the needs of the customers. However, due to high costs of materials, salaries of instructors and adequacy of facilities, CE sets the minimum number of participants at ten (10) for each program offered and reserves the right to change this number. A certificate of enrichment/completion is awarded to individuals who complete the programs and meet the program requirements.

Refer to pages 96-109 for CE course listing.

Admissions Requirements

There is no admission requirement for any of the programs. Regardless of age or background, individuals can choose to attend what is relevant to their needs and interests ranging from basic level, intermediate level and advanced level programs.

Program Schedule and Location

Programs are offered throughout the year. Most programs are offered during late afternoon and evenings, weekends, holidays and school breaks. Program offerings are also accessible to all states of Palau depending on the nature of the programs requested and the feasibility of offering programs on site.

Fees and Other Charges

The fees for CE programs depend on the following: duration of the training, instructor salary, materials to be used in the training, equipment, and facility and administrative costs. By setting the minimum number of the participants, this will reduce the fees to an affordable level. The range of fees for each program offered based on the criteria mentioned above start from five dollars to over a hundred dollars. Since there is no federal financial assistance to help the participants attending CE programs, CE encourages individuals or groups who are interested in attending trainings offered to seek other sources of funding.

Learning Resources

Learning Resources (LR) provides services to support academic programs. The following functions come under this area: Library, Adult High School, and Educational Talent Search, a federally funded program.

PCC Library

The PCC Library provides information, resources and services necessary to support academic programs and research for faculty, students, staff, and the college administration. It is the largest library in the Republic of Palau, with collections totaling over 23,000, and serves not only the college, but also all the schools in Koror and Airai states. In addition, the library serves as a community resource, open to the public.

The collections include monographs, periodicals, government documents, videos, maps, CD-ROMs, and vertical files. While most materials are in English, the collections do include materials in Palauan, Japanese, and other languages. The PCC Library has a noteworthy fiction collection, and has a growing collection of children's literature. The Library maintains an extensive Micronesia-Pacific Collection, an Environmental Resource Center (ERC), and a collection of various dissertations. The PCC Library is the Republic of Palau's official depository library for all publications issued by the United Nations, South Pacific Commission Secretariat of the Pacific Community, Regional Alcohol and Drug Awareness Resource (RADAR), World Health Organization (WHO), Food and Agriculture Organization of the United Nations (FAO), Environmental Research Center, and the South Pacific Regional Environment Programme (SPREP).

The library offers electronic information services for electronic research and for email. The online catalog, accessible to all users through two stations, provides access to the collection catalog information. The collection catalog is now available through the PCC website to anyone who has access to the Internet. Click on the Library link and check the online catalog.

A variety of information access services are available in the PCC Library: reference, circulation, course reserve, holds, interlibrary loans, access to special collections, and photocopying. Color photocopying and scanning is also available. The library staff provide individualized and group instruction in the use of library resources, among which are both print and electronic formats.

The PCC Library's extensive network of regional and international library alliances enables PCC's interlibrary loan service to provide timely access to materials not held in the PCC Library.

The Palau Community College Library welcomes all users from the community.

Adult High School

The PCC Adult High School, established in fall 2000, serves members of the community who have not earned a high school diploma or its equivalent. The program offers two tracks toward a high school diploma: a terminal program for those in the work-force or those planning to enter the work-force after completion of the program, and one for those entering post-secondary institutions. Working in collaboration with the Ministry of Education, the Adult High School program serves Palauans of 18 years or older who choose not to go back to a regular high school or to enroll in the GED program.

Educational Talent Search

The Educational Talent Search program is one of the four branches of the TRIO Program, a US Department of Education program, being hosted by Palau Community College for five years, from SY 2002 to 2007. The program seeks to meet the learning needs of eligible students from the sixth through the twelfth grade so that they will succeed in achieving a high school diploma and continue on to a postsecondary program.

ADMINISTRATION

The Administration Department exists to provide support services to enable the Education & Training Department to provide quality education and training to students. It is responsible for the administration of the following functional areas of the College: Finance Division, Human Resources Division, and Physical Plant Division.

FINANCE DIVISION

The Finance Division is responsible for the general accounting functions of the college, including: budgeting, payroll, accounts payable, procurement and supply, student accounts, computer systems and auxiliary enterprises. Auxiliary enterprises are those fee-for-service areas, which the college expects to be at least partially self-supporting: the bookstore and cafeteria.

HUMAN RESOURCES DIVISION

The Human Resources Division is responsible for the administration and management of the College personnel system, employee recruitment, termination, promotion, and staff development programs.

PHYSICAL PLANT DIVISION

The Physical Plant Division, through its maintenance service, is responsible for maintenance and upkeep of the campus facilities including landscaping and construction projects. It is also responsible for the campus security force.

COOPERATIVE RESEARCH & EXTENSION

The Cooperative Research & Extension (CRE) Department implements the Agriculture Experiment Station (AES), Cooperative Extension Service (CES), and Residential Instruction (RI) of the College of Micronesia Land Grant Programs in Palau. CRE's programs are done in a multi-disciplinary approach through the three main divisions: Agriculture, Natural Resources and Environmental Education, and Family and Consumer Education.

Agriculture Division

This division handles the Residential Instruction of the Agricultural Science Program for PCC. Research and Extension programs focus on germplasm conservation of staple root crops, best management practices, sustainable agriculture, and integrated pest management to assist stakeholders in maintaining and enhancing profitable farming and production practices. Integration of production, marketing and processing systems for root crops, fruits, vegetables and animal production are taken into consideration in farm management, decision-making skills, and economic development. Extension programs transfer the latest technologies to clientele and promote optimum use of resources consistent with environmental and family goals.

Programs and other focus areas:

- Agricultural Science
- Integrated Pest Management
- Tissue Culture
- Sustainable Agriculture
- Germplasm conservation
- Cultural Management

Natural Resources and Environmental Education Division (NREED)

This division develops and implement integrated programs in research, education, and extension to enhance opportunities for agriculture producers by identifying potential species with high economic values.

Educational programs focus on management, use, and sustainability of natural resources with special attention to environmental stewardship and biodiversity.

Programs encompass fish and wildlife management, freshwater and marine aquaculture, conservation and sustainable use of Palau's land, water, and air resources.

Programs and other focus areas:

- Environmental Awareness and Education
- Water Quality
- Freshwater Prawn Aquaculture
- Watershed Management
- Water Conservation

Family and Consumer Education (FaCE)

Food Safety and the Adult and Youth Expanded Food and Nutrition Program (EFNEP) are on-going extension programs under FaCE division which aims to provide families and youth with basic nutrition, demonstration of selected healthy recipes, and tips on safe food handling and storing to improve the clients' eating habits. In addition, personal sewing, another on-going extension program, aims to provide clients with the skills needed to save and /or supplement their income.

Programs and other focus areas:

- Food Technology
- Food Safety and Quality
- Nutrition and Diet
- Personal Sewing
- 4-H Youth Development
 - Summer Marine Science
 - Summer Wildlife
 - Science and Technology Labs
 - Workforce Preparation
 - 4-H EFNEP

Research and Development Station (R & D)

The state-of-the-art Research and Development Station in Ngermeskang, Ngaremlengui, serves the need of the Republic and the region in the area of agricultural research and experiment. At the R&D Station, the numerous research and experimental projects in agriculture, aquaculture, and the environment use practices that are both sustainable and environmentally sound. The public is welcome to visit the R&D Station to view and learn from these projects.

ACADEMIC REGULATIONS

ADMISSIONS INFORMATION

Admissions Policy

The academic year at Palau Community College is made up of two regular semesters, 16 weeks a semester, and a summer session that runs about eight weeks. Normally, fall semester runs from mid August to mid December, and spring semester runs from early January to mid-May. The summer session normally runs from early June to early August.

Admission to any program at Palau Community College is made after a careful review of admission applications and all supporting documents. Degree programs such as the Associate of Arts (AA), Associate of Science (AS) and Associate in Technical Studies (ATS) require a minimum score of 500 on the Test of English as a Foreign Language (TOEFL). Natives of English-speaking countries are exempt from this TOEFL requirement. All degree-seeking candidates except Associate of Applied Science (AAS) are required to submit official TOEFL scores to the PCC Office of Admissions and Financial Aid. PCC's TOEFL code number is 9455.

All applicants who wish to earn credits are required to take the appropriate PCC placement tests. The results of these tests will be used to place students in appropriate course levels. Placement test scores are valid for five (5) years starting from the date of the test.

Admissions Requirements

The College supports an open-door admission policy which provides opportunities for:

1. High school graduates
2. Persons who have passed the GED,
3. Individuals 18 years of age or older, and
4. Individuals who qualify for dual enrollment

How to Apply for Admission

First Time College Applicant: Applicants are considered first-time college students if they enroll at the college for the first time after graduating from high school. To be considered for admission, first-time applicant must complete the following:

1. Obtain PCC's Application for Admission from a high school counselor or directly from the Office of Admissions & Financial Aid at PCC or on the PCC website: www.palau.edu
2. Forward directly to the Office of Admissions & Financial Aid the completed admission application form with a \$10.00 non-refundable application processing fee.
3. Submit official high school or GED transcript to the Office of Admissions & Financial Aid. High school graduates should request a final official transcript upon completion of the senior year.
4. Have official TOEFL score forwarded directly to the Office of Admissions and Financial Aid. Note: Candidates for the Associate of Applied Science (AAS) degree program are not required to take the TOEFL test.

Transfer Applicant: Applicants are considered transfer students if they have enrolled in another accredited postsecondary institution since graduating from high school. To be considered for admission to PCC, a transfer student must complete the following:

1. Obtain PCC's application for admission form from the Office of Admissions & Financial Aid at PCC or on the PCC website: www.palau.edu.
2. Forward directly to Office of Admissions & Financial Aid the completed admission application form with a \$10.00 non-refundable application processing fee.
3. Request college transcript to be sent directly to the PCC Office of Admissions and Financial Aid if applicant completed twelve (12) or more semester credits of college level courses. Students who have earned less than twelve (12) semester credits of college level courses must submit official high school transcripts.
4. Have the official TOEFL score forwarded directly to the Office of Admissions & Financial Aid. (Note: Candidates for the Associate of Applied Science (AAS) degree program are not required to take the TOEFL test.

International Applicant: Applicants from countries other than the Republic of Palau, the Federated States of Micronesia, the Republic of the Marshall Islands, the Commonwealth of the Northern Marianas Islands, the Commonwealth of Guam, and the U.S.A are classified as international students. To be considered for admission, an international applicant is required to complete the following:

1. Obtain PCC's application for admission by writing to the Office of Admissions & Financial Aid or on the PCC website: www.palau.edu.
2. Forward directly to Office of Admissions & Financial Aid the completed admission application form with a U.S. \$10.00 non-refundable application processing fee in the form of a check or money order made out to Palau Community College.
3. Submit official academic transcripts (with certified English translation) showing graduation date, course descriptions and all secondary and post-secondary courses and grades of all high schools and colleges attended which would be equivalent to the Palau Education system.
4. Submit proof of financial resources that will enable the applicant to afford attendance at PCC. This is demonstrated by submitting an Affidavit of Financial Support for International Applicants, accompanied by official bank statements or equivalent.
5. Submit Proof of English language proficiency by providing an official score of 500 or higher on the Test of English as a Foreign Language (TOEFL) reported directly to PCC by the Educational Testing Service (ETS).
6. Accepted students must comply with all applicable immigration laws of the Republic of Palau. International students must adhere to the standard admissions requirements once admitted.

Note: An international student must maintain a full-time status for fall and spring semesters (at least 12 credits) and summer session. (at least 6 credits).

Returning Applicant: A student who terminates his/her enrollment at the college by withdrawing from all classes, by not registering for a semester or by graduating, and who later returns to seek admission to PCC is classified as a returning student. A returning

student must complete and submit a Readmission Application Form directly to the Office of Registrar and Records with a \$10.00 non-refundable processing fee. The Readmission Application Form may be obtained from the Registrar & Records Office.

Non-degree Applicant: A person who wishes to take courses at PCC to earn college credits, but has no desire to earn a degree or fails to meet degree program requirements, may apply for admission as an unclassified student. An unclassified student is required to take appropriate PCC placement tests and fulfill course prerequisite(s) before being allowed to register for the course(s). Non-degree applicants need to submit to the Office of Admissions & Financial Aid an Application for Unclassified Student with a \$10.00 non-refundable application processing fee. (Note: Before an unclassified student can change to a classified (degree candidate) student, he/she must first fulfill admission and program requirements for classified status).

Enrichment/Audit Applicant: An individual who has no intention of earning college credits or pursuing a degree but whose wish is to enroll in specific courses for enrichment purposes will be admitted as an audit student. As an enrichment student, grades and semester credits will not be awarded for courses taken. Enrichment applicants need to submit to the Office of Admissions & Financial Aid the Application for Enrichment Student with a \$10.00 non-refundable application processing fee.

Dual Enrollment Applicant: Qualified high school juniors and seniors who are accepted for enrollment are dual enrollment applicants. A dual enrollment student cannot declare a major; however, grades/credits earned are entered in the permanent records. Upon graduation from high school, a dual enrollment student can be classified (degree student) and use grades/credits earned under dual enrollment to fulfill program requirements. The Office of Admissions & Financial Aid must receive official high school transcripts before a student can be classified as a dual enrollment student.

To be considered for dual enrollment, a student must complete the following:

1. Obtain PCC's application for admission form from the Office of Admissions & Financial Aid at PCC or on the PCC website: www.palau.edu.
2. Forward directly to the Office of Admissions & Financial Aid the completed admission application form with a \$10.00 non-refundable application fee.

3. Arrange to have official high school transcripts sent directly to the Office of Admissions & Financial Aid. An applicant must have a cumulative grade point average (CGPA) of at least 3.0 in order to be accepted as a dual enrollment student.

Students who are participating as dual enrollment students must enroll only as part-time students and must pay tuition and all applicable fees.

For more information about the dual enrollment status, interested individuals may contact the Director of Admissions & Financial Aid.

Application Deadlines

Palau Community College accepts applications for admissions throughout the year. To avoid delays and allow for the timely processing of applications, all interested applicants are encouraged to submit their completed applications for admissions form with all required supporting documents to the Office of Admissions & Financial Aid at least 60 days prior to the start of the desired semester.

All students accepted by April 15th for the fall semester will meet published deadlines to qualify for priority financial assistance if the Free Application for Federal Student Aid (FAFSA) has also been filed by February 15th of the same year.

Student Classification

1. **Classified Student.** A classified student is one who is admitted to a prescribed program of study leading to a degree. There are two types of classified students:
 - a. **Degree Student:** A student enrolled in the liberal arts and/or vocational/occupational program who is pursuing a degree.
 - b. **Conditional Student:** A student admitted into a degree program on conditional status because of academic deficiencies.
2. **Unclassified Student:** A student who is not pursuing a degree but who will earn grade(s) and college credits for courses taken.
3. **Enrichment Student:** An individual who registers to audit courses for personal enrichment purposes.

He/she is not working toward a degree and will not earn grades or college credits.

Change of Classification

A student who wishes to change classification must obtain a change form from the Office of Registrar & Records. The completed form is presented to the Registrar and the student's file is reviewed. If there are any missing credentials or information, the student is notified and the credentials or information must be supplied before the change is made. Once the file is complete, the classification is changed and the student's advisor is notified.

Registration Status

First Time Student: A student enrolled at Palau Community College for the first time after graduating from high school.

Continuing Student: A student who was registered for credit at the college during the previous semester and is presently in attendance.

In the event that a new catalog becomes effective during the time of attendance, a continuing student will be given one academic year to finish his/her program requirements based on the previous catalog. If the student does not complete his/her program requirements by the end of one academic year, he/she will need to take equivalent courses in the new catalog to fulfill program and graduation requirements.

If a program is discontinued and a student is affected, he/she will be allowed one semester to select and declare a new program of study. The student will meet and discuss his/her options with his/her academic advisor to determine the best course of study to pursue without further delays. If an affected student fails to declare a new program within one semester, the Office of Registrar & Records, in consultation with the academic advisor will make the change on behalf of the student and inform all concerned individuals in writing.

Readmitted Student – A PCC graduate who is readmitted into a different program.

Transfer Student – A student who attended another accredited post-secondary institution prior to attending PCC.

Returning Student – A student who was last enrolled at PCC and is returning to the college after an absence of one or more semesters. The term “semester” is used here to mean fall or spring; therefore, a student who takes leave only during the summer session will not be affected by the returning student policy. The returning student must follow the catalog requirements in effect at the time of re-entry.

Student Enrollment Status

Full-Time Student – A student who, immediately after the last day of the Drop/Add period, is registered for at least 12 credits during the regular semester or 6 credits during a summer session.

Part -Time Student - A student who, immediately after the last day of the Drop/Add period, is registered for less than 12 credits during the regular semester or less than 6 credits during the summer session.

Transfer Credits

The PCC Registrar, in consultation with the Committee on Programs & Curricula (CPC), evaluates courses from post-secondary institutions that are accredited. Transfer students may be awarded full credits for courses completed with a grade of “C” or better, provided the courses are similar or equivalent in content to PCC course(s) and fulfill program requirements at PCC. However, transfer credits will not be used in the calculation of the PCC grade point average.

Credits/grades earned within the last five years from other accredited post-secondary institutions will be evaluated and considered in determining student class level at PCC. The Dean of Academic Affairs in consultation with CPC may make exceptions to the 5-year rule for courses which have not changed substantially in content and standards over the years.

Students who wish to have course work other than high school transcripts (such as college/university) considered for placement purposes must have official college transcript(s) and course description(s) sent directly to the PCC Office of Admissions & Financial Aid. Transcripts from post-secondary institutions will be evaluated by the Registrar and recommended to the Dean of Academic Affairs and CPC. Prior course work that is transferable will be accepted for fulfillment of program requirements and entered into the student’s permanent records at PCC. Only non-remedial courses with a grade of “C” or better will be considered for transfer credits.

All transfer students must complete at least twelve (12) semester credits at PCC immediately preceding their graduation from the College. Students who were previously enrolled at PCC and who return to complete program requirements in another curricula can be granted credit toward that curricula for courses previously passed in the first major with a grade of “C” or better. The time between enrollments should not exceed five years.

STUDENT MATRICULATION

ORIENTATION AND ADVISING

Testing Services

Placement tests in English, mathematics and science are administered to all new and transfer students before and/or during the orientation period. Placement test schedules are also coordinated with local high schools and administered between March and April to all high school seniors. A test schedule is also inserted in the admissions packet that is mailed out to prospective off-island students.

Student Orientation

New and transfer students are required to attend an orientation program that is held prior to the registration period. The orientation activities include review of academic programs and support services and social activities designed to help new and transfer students make connections with fellow students, staff and faculty in informative meetings and discussions. The program also includes a campus tour to familiarize new and transfer students with facilities and the campus community.

Academic advisors play an essential role during the orientation period. Academic advisors assist incoming students with course selections based on the major, placement test results, and transcript evaluation results for transfer credits. All new and transfer students will be assigned academic advisors during their first semester at PCC. For additional information, please contact the Office of Student Life.

Program Planning and Academic Advising

Faculty and professional staff serve as academic advisors who provide academic advising to students. Services provided by academic advisors include: assisting

students in clarifying their educational and life goals, educating students to assess academic progress and to develop appropriate educational plans, explaining and clarifying graduation requirements and academic rules and regulations, serving as advocates and mediators for students, and assisting students with program planning and class scheduling at the start of each semester/term. All students are strongly encouraged to meet with their academic advisors at least three times during each semester/term.

REGISTRATION INFORMATION

Class Schedule

A class schedule is a listing of all course offerings for fall and spring semesters which is published prior to the beginning of fall semester each year. Copies of the class schedule can be picked up at the Office of Registrar & Records. A copy may be mailed or delivered to interested people upon request.

Registering for Courses

Registration dates are listed in the college catalog and class schedules. Students must have been admitted to the college and have taken the required placement tests prior to registering for courses. Program advisement also precedes registration.

Students must pay a \$50 tuition deposit and register during scheduled registration periods. A late registration fee of \$10.00 must be paid to the Business Office before a student registers for courses after the registration day and up to the last day of admission.

Arrangements for payment of all charges, such as tuition, fees, and room and board must be made with the Business Office prior to registration.

If these charges are to be paid by financial aid programs, completed applications for assistance must be submitted to the Office of Admissions & Financial Aid before a student is allowed to register.

Consult the Office of Registrar & Records for more information about the registration process.

Registering For Overload

Students who wish to register for more than 18 semester credits during regular semester or more than 6 credits

during the summer session must obtain prior approval from their academic advisor and the Registrar.

Auditing Courses

Students may register to audit one or more courses without credit. No credits or grades will be awarded to individuals who register to audit a course.

No academic records of audited courses (e.g., transcript entry) will be maintained. Students who wish to change from credit to audit must do so during the first 10 days of instruction. At no time during the semester/term can a student change registration from an audit to credit.

Students who wish to audit courses must complete an application for admissions as well as pay the required fees. Refer to the section entitled "Tuition and Fees" for detailed information on costs.

If it becomes necessary for a student who is registered as auditing a course to withdraw from the College, the proper withdrawal form must be processed through the Office of Registrar & Records.

Dropping/Adding Courses

In order to officially drop or add a course(s), a student must complete a Drop/Add Form at the Office of Registrar and Records. If a student fails to complete a Drop/Add Form, but stops attending class(s), tuition and all required fees will be charged until the student officially drops the course(s) or withdraws from the college. A student may drop or add courses only during the drop/add period. If a student wishes to drop a course after the drop/add period, he/she must follow the withdrawal procedure. Refer to the withdrawal policy in this catalog for more detailed information.

To drop or add a course, students are required to follow these steps:

1. Pay a fee of \$2.00 to the Business Office.
2. Obtain a Drop/Add Form from the Office of Registrar & Records.
3. Consult with academic advisors and obtain approval of the requested change.
4. Complete the Drop/Add Form and return the form to the Office of Registrar & Records.

Canceled Courses

The college reserves the right to cancel courses when it is deemed necessary. General education and occupational courses with enrollment of fewer than ten (10), and vocational courses with fewer than five (5) students may be canceled. When the college cancels courses, students who are affected will be automatically dropped from those canceled courses.

Admission To Class

An instructor may not admit students to his/her class if their names are not on the official class roster from the Office of Registrar & Records. Under no circumstances may a student change from one section of a given course to another without processing a Drop/Add Form.

Grading System

Students are evaluated semesterly on their academic achievements and vocational aptitudes. The letter grading system below is used to evaluate student achievements:

- A - for excellent achievement
- B - for above average achievement
- C - for average achievement
- D - for minimal passing achievement
- F - for failure
- I - for incomplete; an "I" indicates that the student has yet to complete an important part of the work in a course.

An incomplete grade ("I") will automatically convert to an "F" or "NC" grade if not made up within the first six (6) weeks of the following semester. During the summer term, an "I" grade from the preceding spring semester must be made up within three weeks. **The student is the one who initiates a request for an incomplete grade.**

W – for withdrawing from a course or from the college during the withdrawal period. The withdrawal period runs from after the Drop/Add period up to five (5) class days after midterm period. The withdrawal deadline is printed in the college catalog and Schedule of Classes. Courses dropped after the Drop/Add period will be assigned a "W" on the academic record. When a student ceases to attend class and fails to officially withdraw from a course by the withdrawal deadline, an "F" grade

will be awarded for courses which utilize an A-F grading scheme and an "NC" grade will be awarded for courses which uses a CR/NC grading scheme. Under no circumstances will a "W" grade be issued after the withdrawal deadline.

Note: Withdrawal from a course or the college is considered official when the proper authorization is obtained and the paperwork is received by the Office of Registrar and Records during the withdrawal period.

CR - for credit, used to denote the earning of credit at a passing level for all courses taken on the CR-NC grading scheme.

NC - for no credit, given to denote below passing work and not earning credit on the CR-NC grading scheme.

AU - for audit, no grades/credits will be awarded and no records will be maintained.

Change of Grade (letter-grade, CR/NC)

After grades have been submitted to the Office of Registrar and Records, only the concerned instructor and/or student may request a change of grade(s). One of the following would warrant a change of grade:

1. Typographical error
2. Miscalculation of grade
3. Appeal by student

The concerned instructor may request a change of grade when it is discovered that an error was made in determining a student's grade. A written request must state the reason(s) for the request with supporting documents and be approved by the Dean of Academic Affairs. The Office of Registrar & Records must receive the written request with supporting documents within five (5) working days after the submission of grades.

The affected student may also request a change of grade if he/she believes that the grade is erroneous. The student must first discuss the grade with the concerned instructor to try to resolve the problem. If the student feels that the issue has not been resolved to his/her satisfaction, he/she may submit a written request to the Office of Registrar & Records. The request must be submitted with supporting documents. The Office of

Registrar and Records must receive a written request with supporting documents within ten (10) working days after the receipt of the report card. The Office of Registrar and Records will forward the request with supporting documents to the chair of the Student Review Board for further action.

Grade Point Average

- A - 4 grade points per semester hour
- B - 3 grade points per semester hour
- C - 2 grade points per semester hour
- D - 1 grade point per semester hour
- F - 0 grade points per semester hour

The grade point average is determined by first multiplying the number of credits for each course by the number of grade points corresponding to the letter grade. The total grade points are found by adding grade points for each course and dividing it by the total credits attempted for the semester. If a course is repeated, only the grade from the most recent attempt will be used in computing the cumulative grade point average. The original "D" or "F" grade remains on the student's record, but it will not be used in the cumulative grade point computation.

Validity of Records

Grades and placement test scores beyond five years will not be used in computing grade point average or be considered for placement purposes. Credits earned over five year will not be evaluated for transfer consideration. The Dean of Academic Affairs and Committee on Program and Curricula (CPC) may make exception to this rule on a case-by-case basis.

Credits

Academic credits (also called semester hours, credit hours, or units) are granted in recognition of work successfully completed in all courses taken for credits. A lecture course of a semester duration, which meets three hours a week, is assigned three credits. A one-credit lab requires three contact hours of lab per week.

Workshop Credits

Workshop credits are awarded to short-term courses that do not meet prerequisite requirements. The credits WILL NOT be used to fulfill program major requirements. They may be counted as ELECTIVE credits only. Consult the Office of Registrar & Records or refer to curriculum handbook for details.

Grade Reports

Grades are distributed to students at the end of each semester from the Office of Registrar & Records. Students shall assume the responsibility of reporting any errors on their report cards to the Office of Registrar & Records as soon as possible. Grade reports that are not picked up by the last day of the registration of the subsequent semester will be mailed to students.

Students' Program Evaluations

The Office of Registrar & Records processes student program evaluations at the end of each semester. Students who wish to review the results of their program evaluations should contact their advisors or the Office of Registrar & Records.

Student Class Level

Freshman – A student who has earned less than one-half of the total credits required in a program.

Sophomore - A student who has earned one-half or more of the total credits required in a program.

Repeating Courses

Students are permitted to repeat courses to improve their grades. When a course is repeated, only the most recent grade will be used in computing the cumulative grade point average.

Changing Majors/Programs

Change of Major/Program requests can be processed at any time with the Office of Registrar & Records up to the last day of late registration in order for the request to be effective in the current semester. Any request submitted at a later time will become effective the following semester. Because of the structure of some PCC programs, it is highly recommended that requests are planned to be effective in the fall semester. All change of major/program requests must follow the steps outlined below:

1. Obtain Change of Major form from the Office of Registrar & Records.
2. Obtain signature from current Academic Advisor
3. Obtain approval of the Advising Coordinator
4. Submit the request to the Office of Registrar & Records

Double Major

Before a student declares a double major, the following requirements must be met:

1. Minimum GPA of 3.0 at PCC
2. Consent of his/her advisor
3. Declare a double major at the beginning of his/her second semester or later.
4. Comply with admissions requirements of the second major.
5. Choose only one major academic advisor of his/her choice.

Class Attendance

Currently, PCC has a mandatory attendance policy:

It is expected that the student will attend all regularly scheduled meetings of each course for which he or she is registered. PCC has a school-wide attendance policy that any student who misses 10% of a class's contact hours will be withdrawn or (if the withdrawal date has passed) failed. Instructors are given the discretion to excuse absences for medical or other legitimate reasons, and only unexcused absences will count toward the 10%.

Whenever it is necessary for a student to be absent from class for any reason whatsoever, it is the responsibility of the student to consult with the instructor of the class regarding the work missed.

A student absent from a regularly scheduled test or examination may not take a make-up exam except by the permission of the instructor involved.

Beginning fall 2005, this mandatory attendance policy will no longer be in effect. The College will then adopt the following policy:

Regular on-time attendance in class and laboratory sessions is expected for all courses. Whenever it is necessary for a student to be absent from class for any reason whatsoever, it is the responsibility of the student to consult with the instructor of the class regarding work missed. A student absent from a regularly scheduled test or examination may take a makeup exam if permission of the instructor involved is obtained.

No Show policy

Students must attend the first two class sessions of the semester. It is the student's responsibility to notify the instructor of anticipated or unavoidable absences. If a student is not able to attend the first two class sessions and has not notified the instructor, he or she will be reported to the Office of Registrar and Records and removed from the class list to make room for other students waiting to enroll in the class.

Credit by Examination

Students, who present evidence of previous knowledge, experience or training, but no college credit for it, may apply for credit by examination through the Education & Training Department.

If approval is granted, students must register for the courses during the regular registration period, pay required fees, and take the examination within the first three days of instruction. The Dean of Academic Affairs shall designate who is to administer the examination. The instructor giving the examination shall grade it and verify the results to the Academic Dean. Students shall be evaluated with a grade of A, B, C, D, or F. A grade of C or higher must be achieved to receive credit by examination. Examinations shall be designed to test the students' knowledge in all areas covered by the course. By their very nature, certain courses requiring a high level of student involvement may not be challenged by examination. All tests are reviewed and recommended for approval by the Committee on Programs & Curricula. A student may attempt credit by examination for a course only once.

Directed Study Courses

Students who wish to study a topic not regularly offered by the college may be able to earn credit for the course by enrolling in a directed study course. This course is directed study or research beyond the scope of the college's curricular offerings in a student's major or area of interest and arranged independently with the relevant instructor. Depending on the content, a directed study course may be one to three credits each. There is no limit to the number of credits a student may earn under directed study. Directed study is intended as a specially designed learning experience. The offering is expected to be related to the students program of study and to the college's existing curriculum. Directed study will not duplicate existing courses found and offered in

the college's curriculum. It is not a substitute for cancelled classes or for independent study.

Directed study requires that the student create a written plan of study and submit it to the intended instructor and Committee on Programs and Curricula for approval, register and pay for DS 299 Directed Study Course, study the course matter privately, meet with an instructor appointed by the Dean of Academic Affairs for a certain number of consultations, and complete the assigned course work. Availability of this option depends on:

1. The nature of the subject matter involved;
2. The student's potential for successfully completing the directed study requirements;
3. The willingness of a faculty member to supervise the directed study
4. Submission of a plan describing the conditions of study and course requirements, signed by the student and instructor; and
5. The written approval of the Dean of Academic Affairs

Credit/No-Credit Option

Students must specify this grading scheme option at the time of registration. The major purpose of the Credit/No-Credit option is to encourage students to broaden their education by venturing into subject areas outside their fields of specialization without risk of lowering their grade point average as a result of a low grade.

Students may choose to take a course numbered 100 or above on a Credit/No-Credit basis, provided they are not on academic probation and the courses are not a part of the general education or major requirements. However, some courses may have a mandatory Credit/No-Credit grading scheme. A Credit/No-Credit grading system is also used for all courses numbered below 100.

Under this option, students will receive a grade of "CR" (credit) or "NC" (no credit). "CR" grades shall be granted when students have achieved the minimum passing level in the course. Credits, but not grade points, are awarded for a "CR" grade.

Course Substitutions

Requests for course substitutions must be initiated by students and their advisors.

The appropriate form must be filled out and submitted to the Dean of Academic Affairs for approval. If the request is approved, notice will be made to the Office of Registrar and Records. At no time, however, may a student graduate with fewer than the total number of required credits. Course substitutions must be related to the student's area of interest and provide greater depth to the student's field of study.

Internship

The Internship Program is a collaborative training arrangement between the college and employers. It provides students the opportunities to acquire educationally related work experience to enhance their skills which may lead to permanent employment or the pursuit of further education. It is a four-credit course which is required for graduation in all major fields of study except the Liberal Arts, Education, Information Technology, and Nursing programs. Students must complete all their course requirements or at most have one remaining course to be taken concurrently with Internship.

Three years or more of work experience in a related field with the consent of the program instructor may be used to award the four-credit requirement, provided the following are met: (1) Achieve a minimum score required on Credit by Examination (written), (2) Achieve a minimum score required on Credit by Examination (practical), and (3) Employer's verification of selected tasks meets program requirement. Refer to the Credit by Examination and the Course Substitutions sections of the catalog for more information. Permission of the program instructor and Internship Coordinator are prerequisites for participation in an Internship program.

Academic Standards

Students are expected to maintain certain standards of scholarship throughout their study at the college. The college may dismiss any student who fails to meet these standards. The following are categories of academic standards:

Good Academic Standing: A student of good academic standing has a cumulative grade point average (CGPA) of 2.00 or better.

Academic Probation: A student whose CGPA falls below 2.00 is placed on academic probation.

A transfer student and/or an entering freshman with CGPA below 2.00 is placed on academic probation during his/her first semester at PCC.

A student placed on academic probation will receive a letter from the Dean of Students explaining the situation and the consequences and inviting the student to come in and discuss the situation with the Dean.

A student who receives "I" grades in 50 percent or more of the courses attempted during any given semester will be placed on academic probation until the "I" grades are replaced with satisfactory grades.

Academic Dismissal: A student who remains on academic probation for three (3) consecutive semesters/terms will receive an academic dismissal letter from the Dean of Students.

Readmission following Academic Dismissal

A student dismissed for academic reasons will be eligible for readmission after a period of one calendar year. The student will apply as a returning applicant who must complete the necessary application forms and pay the required fees.

Scholastic Honors

The President's and Dean's Lists are compiled and published at the end of each semester. The lists include the names of full-time degree candidates completing at least 12 credits from courses under the A-F grading scheme. Certificate candidates and non-degree seekers, regardless of workload, are not considered for nomination to the scholastic honors lists.

President's List: The highest honor recognition of students earning a semester grade point average of 4.0.

Dean's List: Honor recognition of students earning a semester grade point average of 3.5 to 3.99 (high honors, 3.80 – 3.99; honors 3.50 to 3.79).

Graduation Awards

Valedictorian: This award recognizes a member of the graduating class with the highest cumulative grade point average (GPA).

Outstanding Student Award: The Outstanding Student Award is presented to members of the graduating class in each program in recognition of their academic achievements.

The criteria for selecting the outstanding students are as follows:

- A student must have a cumulative grade point average of at least 3.5.
- A student must exhibit an outstanding attitude and motivation plus the desire to succeed in his/her chosen field of study.

Nominations are made by program instructors and confirmed by the Registrar. The Dean of Academic Affairs makes final certification of the recipients of the Outstanding Student Award.

Outstanding Citizenship Award: This award recognizes a member of the graduating class who was active in and made significant contributions to student government, campus community and the overall welfare of the student population during his/her entire study at Palau Community College.

Written nominations for the Outstanding Citizenship Award may be submitted by any PCC staff or full time student to the Citizenship Award committee with supporting documents. The committee is made up of the Dean of Academic Affairs, recreation supervisor, presidents of Faculty Senate and Student Body Associations and the Dean of Students who also serves as the chairperson. In selecting the award recipient, the committee gives consideration to the following criteria:

1. The student's participation in recreational, social, and student government activities.
2. The student's participation in and contribution to the college community service activities.
3. The student's conduct in all phases of campus life.
4. The student's contributions to the welfare of fellow students.
5. The student's academic records.

The Dean of Students makes the final certification of the award recipient.

Application For Graduation

Candidates must apply for degrees through the Office of Registrar and Records. Students who plan to graduate at the end of a given semester must file their applications by the end of the previous semester. Students who do not wish to attend the graduation ceremony need to inform the Office of Registrar and Records.

Transcript Request

Any person who has attended PCC may request a copy of his/her transcript in writing or by completing a Transcript Request Form. Forms are available at the Office of Registrar and Records. The first copy is free of charge. Additional copies will be assessed a \$2.00 processing fee which must be paid before the transcript is processed.

TUITION, FEES, AND OTHER CHARGES

All required tuition and fees must be paid by the student at the time of registration or the student's registration will be canceled. Students in need of financial aid may be assisted through the financial aid program of the college.

Initial Payment

An initial tuition fee of \$ 50.00 must be paid by everyone who wishes to attend Palau Community College. This fee is a partial payment of the tuition and fee charges per student per semester. It is refundable only if a student withdraws from the college before or on the registration day. Otherwise, it will be credited toward his or her total tuition charges incurred during the beginning of a succeeding semester.

Charges

Tuition.....\$ 70.00 per credit

Fees:

Registration Fee\$ 15.00 per semester
 Health Fee20.00 per semester
 Activity Fee45.00 per semester
 Lab/Vocational Fee..... (Variable)
 Late Registration Fee 10.00 per semester
 Application Fee (nonrefundable)10.00
 Transcript Fee2.00 each
 I.D. Card Fee2.00 each
 Drop & Add Fee.....2.00 each
 Bad Check Fee15.00 each
 Credit by Exam Fee 10.00 per course
 Graduation Fee.....25.00 (will be paid upon completion of the program)
 Late Payment 1-1/2% per month on unpaid balance

The College reserves the right to: (1) add or waive, and (2) increase or decrease any fee it deems necessary.

Note: Students who were enrolled prior to Fall 1997 but did not attend classes will be offered "forgiveness" of the outstanding debt if they subsequently re-enroll and complete the semester.

If they re-enroll and complete one semester, 50% of the debt will be forgiven. If they re-enroll and complete two or more semesters, 100% of the debt will be forgiven.

Note: Please refer to the latest fee information from the Business Office.

Room & Board:

1. Regular Term (Fall/Spring)

A student who resides in the dorm for twenty eight (28) days or more in Fall or Spring semesters will be charged 100% for room & board.

2. Short Term (Summer/Special Sessions)

A student who resides in the dorm for fourteen (14) days or more in Summer or Special sessions will be charged 100% for room and board.

This policy will take effect beginning fall semester 2004 and shall remain in effect until rescinded by the President of Palau Community College.

Room:

Regular Semester \$ 294.00
 Summer Session..... \$ 140.00

Board:

Regular Semester:

On Campus..... \$ 882.00 (3 meals a day,
7 days a week).

Off Campus:

Plan I\$ 180.00 (one meal a day,
5 days a week, lunch only,
Monday through Friday)

Plan II..... \$ 360.00 (2 meals a day, 5
days a week, Monday
through Friday).

Summer Session:

On Campus \$ 420.00 (3 meals a day,
7 days a week).

Off Campus:

Plan I\$ 70.00 (one meal a day,
5 days a week, lunch only)

Plan II..... \$ 140.00 (two meals a day,
5 days a week).

Note: The College and Board of Trustees reserve the right to review and adjust the tuition and fees.

Students who wish to take their meals at the cafeteria and/or stay at the dormitory must sign a contractual agreement at the beginning of each semester. Contract forms are available at the Business Office.

Payment of Charges:

Tuition fees, registration fees, activity fees, lab/vocational supply fees, health fees, and room and board charges are due and payable at the time of registration for each semester unless prior arrangements have been made. Audit fees are the same as regular course or program fees. Students who plan to have these fees paid through the Financial Aid program must consult the Director of Admissions & Financial Aid before their registration is completed (refer to section on Financial Aid in this catalog, or the PCC Financial Aid handbook or contact the PCC Director of Admissions & Financial Aid).

While most financial aid is conveniently credited to students, this process does not occur automatically. Students **must** sign their required forms each semester. Failure to do so can result in the cancellation of the financial assistance. The above fees and charges must be paid in full each semester before students are allowed to register/enroll during the succeeding semester.

At the end of each semester, the dormitory manager shall inspect the living quarters and college properties issued to the students. Any loss or damage to said properties shall be reported and the cost to replace, repair, or restore said properties into good condition shall be charged against the students.

Other fees and charges are payable when they are due.

Students who have outstanding accounts of \$ 500 or more will not be allowed to register unless they pay at least half (50%) of their total outstanding accounts. The other half (50%) shall be paid at 25% by mid-term period and the remaining 25% by the end of the semester.

Refund Policy:

It is responsibility of students to notify the College that they are officially withdrawing from the college. The withdrawal form is available at the Office of Registrar & Records at no cost. A refund will be determined by the date of official notification or last day of attendance.

1. Regular Terms (16 weeks)

- a. 100% refund if complete withdrawal is made before the first day of instruction.
- b. 90% refund if complete withdrawal is made within the first week of instruction.
- c. 70% refund if complete withdrawal is made within the second week of instruction.
- d. 50% refund if complete withdrawal is made within the third week of instruction.
- e. 25% refund if complete withdrawal is made within the fourth week of instruction.
- f. 0% refund if complete withdrawal is made after the fourth week of instruction.

2. Short Term:

- a. 100% refund if complete withdrawal is made before the first day of instruction.
- b. 80% refund if complete withdrawal is made within the first week of instruction.
- c. 40% refund if complete withdrawal is made within the second week of instruction.
- d. 0% refund if complete withdrawal is made after the second week of instruction.

Charge(s) For Withdrawal From A Course(s)

- a. There will be no charge to a student if withdrawal from a course(s) is made within the drop/add period.
- b. There will be a 100% charge to a student if withdrawal from a course(s) is made after the drop/add period.

Students attending PCC on totally funded grants-in-aid will not receive a cash refund. Refund (if applicable) will be made to the granting agency.

Student Tools

Each shop has basic tools available for student use. However, students who may want to buy a set of tools may see their instructors. Tools are available in the local

hardware stores. Students are responsible for safeguarding and maintaining their own tools. Upon graduation or when withdrawing from college, students may arrange to send their tool sets home at their own expense. The prices of tool sets vary depending on each trade area.

Books & Supplies

Students are required to purchase or rent books for their studies. Books and other items purchased from the college shall be paid for in cash.

Financial Obligations To The College

Students who have financial obligations to the College (such as unpaid tools, books, tuition and fees, etc.) may be subject to any or all of the following sanctions:

- Denial of registration
- Cancellation of registration
- Withholding of transcript

These sanctions will be imposed until all financial obligations are cleared with the Business Office.

Tuition Waiver And Reduction

The college will offer a tuition waiver for up to six credit hours each semester for all employees who are not eligible for US Federal Student Aid. A tuition reduction of 50% for all college employees' dependents, who are not eligible for US Federal Student Aid, will be offered.

Bookstore

The PCC Bookstore offers a variety of merchandise to students, faculty, staff and community visitors. School and office supplies, textbooks and other books, card and gift items, etc., may be purchased there.

SPECIAL PROGRAMS

THOMSON EDUCATION DIRECT (TED)

Thomson Education Direct is one of the oldest and largest distance learning institutions in the world. The school provides programs and services that are designed to meet the life-long learning needs of the adult learner. Programs of study lead to career-specific diplomas. Through an approved partnership with Thomson Education Direct, the following programs are now available through Palau Community College:

Carpenter	Home Inspector
Professional Landscaper	Electrician
Drafting with AutoCAD	Artist
Occupational Therapy Aid	Diesel Mechanic
Auto-body Repair	Photographer
Dental Assistant	PC Specialist
Auto Repair Technician	Appliance Repair
Medical Office Technician	Legal Secretary
Electronics Technician	Travel Agent
Small Engine Repair	Telecommunication
Medical Transcriptionist	TV/VCR Repair
Pharmacy Technician	Small business
Dress Making/Design	Desktop Publishing
Air Condition/Refrigeration	
Wild Life/Forestry Conservation	
Hotel/Restaurant Management	
Child Day Care Management	

NATIONAL OCCUPATIONAL COMPETENCY TESTING INSTITUTE (NOCTI)

The National Occupational Competency Testing Institute (NOCTI) is the foremost provider of occupational competency examinations to business, education, industry, government, and military in the United States. These examinations are offered at two level: Job ready and the experienced worker. NOCTI assessments can assist educators and employers in identifying occupational skills required of entry level employees or for experienced workers to move ahead in their fields. Palau Community College is an approved NOCTI Area Test Center and is responsible for coordinating and administering NOCTI examinations in Palau.

SAN DIEGO STATE UNIVERSITY PROGRAMS

The Bachelor of Arts in Liberal Studies program is offered in collaboration with the Center for Pacific Studies at Interwork Institute/SDSU, the Undergraduate Division at SDSU and Palau Community College. This course of study is designed to provide knowledge in multiple subjects to elementary and secondary educators.

The Masters of Arts in Education with a concentration in Educational Leadership is offered in collaboration with the Center for Pacific Studies at Interwork Institute/SDSU, the Department of Administration, Rehabilitation, and Postsecondary Education within the College of Education at SDSU and Palau Community College. This course is designed for Education and Human Services Professionals desiring to earn a graduate degree focusing on leadership and administration.

These programs are specifically designed and delivered to accommodate the working adult. All instruction is delivered on island or through distance learning.

PACIFIC ISLANDS BIBLE COLLEGE (PIBC)

Pacific Islands Bible College (PIBC) is a Christian college offering certificates, diplomas, or degrees in biblical study. Working in collaboration with Palau Community College, PIBC's Palau Extension office is located on the PCC campus and uses PCC's facilities for its courses. Extension students in Palau can take their general education and elective requirements at PCC. PCC students can take certain PIBC courses to meet their program requirements.

For detailed information about the above programs, please contact Academic Affairs Office at (680) 488-2470/2471 or email:

Shermand1961@yahoo.com
alvinat@palau.edu

DEGREES

Addendum9

The College offers degrees in seventeen different programs. These degrees differ in the number and type of courses required for completion, entrance and exit requirements, and in the minimum length of time required to fulfill all requirements.

REQUIREMENTS FOR DEGREES

Associate of Applied Science Degree

Associate of Applied Science (AAS) degree is awarded to students who successfully complete at least 60 semester credits of occupational and related general education courses. The degree provides students with skills and competencies for gainful employment. This degree is terminal. Credits earned may be transferred or counted at the discretion of the receiving institution. Students must earn a GPA of 2.0 (C) or better for all program courses required for the degree.

The College has Associate of Applied Science curricula in the following 11 programs:

- Agricultural Science (AG)
- Air Conditioning and Refrigeration (AC)
- Automotive Mechanics Technology (AM)
- Construction Technology (CT)
- Electrical Technology (ET)
- General Electronics (GE)
- Library & Information Services (LS)
- Nursing (NU)
- Office Administration (OA)
- Small Engine & Outboard Marine Technology (SE)
- Tourism & Hospitality (TH)
 - Tour Services
 - Hotel Operations,
 - Food and Beverage Operations

Entrance Requirements – To enter the Associate of Applied Science program, a student must meet the following requirements:

1. Be a high school graduate with a minimum cumulative grade point average of 2.0; OR posses a GED certificate with a minimum score of 450 on all 5 sections; OR
2. Have a cumulative grade point average of 2.0 while a full-time student at PCC.

3. Apply and be accepted for admission into the chosen program.

Note: NU applicants must: (1) have TOEFL score of at least 450; (2) submit drug test with application for admissions and agree to random drug testing, (3) have one semester of chemistry at an introductory level with at least a C grade. A year of high school chemistry with a C grade will meet this requirement, (4) have physical exam within six months prior to the beginning of the program submitted with application for admissions; (5) have Hepatitis B immunization prior to the beginning of clinical experience.

The College reserves the right to deny admissions into the NU program based on the above-mentioned requirements.

Exit Requirements – To be granted the Associate of Applied Science degree, the following must be fulfilled:

1. Satisfactory Completion of a program major: Specific courses for each major are described under Programs and Courses on pages 42-61
2. Satisfactory completion of at least 16 (10 for NU) credits in General Education Core Requirements including (See program listings for required courses):
 - a. **English** - 3 credits minimum from EN 112 (CO 110 for the School of Technical Education, AG, and TH, EN 114 for LS)
 - b. **Quantitative** - 3 credits minimum from MA 100 (MA 95 for NU and MA 105 for TH and OA, MA 101 for AM and SE)
 - c. **Natural Science** - 4 credits minimum from AG 111; SC 109 or above (except NU) See individual programs for specific course requirements.
 - d. **Social Science/Humanities** - 4 credits; 1 credit from SS 100 and 3 credits minimum from any of the following: HI 159, 169, 179, 189; 259, VA 109; EN 189, 219; CO 201, 205; PH 169; RE 169; JP 109, 119, 209, 219; SS 109, 119, 129, 149, 169, 179, 189, 203, 209, 229; 259, MU 100, 102, 106; PW 101, 219 See individual programs for specific course requirements.

- e. **Health and Physical Education** - 2 credits minimum from any HP course (except NU) See individual programs for specific course requirements.
3. **Successfully complete minimum credits required for each program.** (See different programs for required number of credits)
 4. **Have a minimum Grade Point Average of 2.0**
 5. **Have a grade of C or better in each program course**
 6. **Residency:** Final 12 credits must be taken on PCC campus
 7. **File an application for graduation.** Refer to the "Application for Graduation" section of the catalog for complete details
 8. **Fulfill all financial obligations to the College**

Note:

1. Credits earned from courses numbered below 100 are generally not counted toward the AAS degree and not transferable to four-year colleges/universities. However, some programs use certain below 100-level courses to satisfy their program requirements. (See program listings for course requirements)
2. The residency requirement may be waived for cause at the option of the Vice President of Education and Training.

Associate of Science Degree

Associate of Science (AS) degree is awarded to students who successfully complete at least 60 semester credits of occupational and related general educational courses. The AS degree program is to prepare students for gainful employment or for transfer to a four-year college/university.

The College has Associate of Science curricula in the following 11 programs:

Agricultural Science (AG)
 Business Accounting (BA)
 Business Administration (BU)

Criminal Justice (CJ)
 Education (ED)
 Environmental/Marine Science (ES)
 General Electronics (GE)
 Information Technology (IT)
 Library & Information Services (LS)
 Nursing (NU)
 Tourism & Hospitality (TH)

- Tour Services
- Hospitality Management

Entrance Requirements – To enter the Associate of Science program, a student must meet the following requirements:

1. Be a high school graduate with a minimum cumulative grade point average of 2.0; (ED must have 2.5 cumulative GPA), OR possess a GED certificate with a minimum score of 450 on all 5 sections; OR
2. Have a cumulative grade point average of 2.0 while a full-time student at PCC. (ED and CJ majors must have a cumulative GPA of 2.5)
3. Have a TOEFL score of 500 or better
4. Apply and be accepted for admission into the chosen program.

Note: **NU applicants** must: (1) have one semester of chemistry at an introductory level with at least a C grade. A year of high school chemistry with a C grade will meet this requirement, (2) submit drug test results with application for admissions and agree to random drug testing while in the program, (3) have physical exam within six months prior to the beginning of the program submitted with application for admissions; (4) have Hepatitis B immunization prior to the beginning of clinical experience.

CJ applicants must: (1) submit drug test results with application for admissions and agree to random drug testing while in the program, (2) submit copies of police clearance with application for admissions.

The College reserves the right to deny admissions into NU, CJ and ED programs based on the above-mentioned requirements.

Exit Requirements – To be granted the Associate of Science degree, the following must be fulfilled:

1. Satisfactory completion of a program major: Specific courses for each major are described under Programs and Courses on pages 42-60.
2. Satisfactory completion of at least 16 (10 for NU, 12 for ES) credits in General Education Core Requirements including (See program listings for required courses)
 - a. **English** - 3 credits minimum from EN 112 (EN 114 for IT, LS and NU)
 - b. **Quantitative** - 3 credits minimum from math courses numbered 105 or above; See individual programs for specific course requirements.
 - c. **Natural Science** - 4 credits minimum from SC 109 or above (except NU and ES) See individual programs for specific course requirements.
 - d. **Social Science/Humanities** - 4 credits; 1 credit from SS 100 and 3 credits minimum from any of the following: HI 159, 169, 179, 189; VA 109; EN 189, 219; CO 201, 205; PH 169; RE 169; JP 109, 119, 209, 219; SS 109, 119, 129, 149, 189, 203, 209, 219, 229; MU 100, 102, 106; PW 101, 219 See individual programs for specific course requirements.
 - e. **Health and Physical Education** - 2 credits minimum from any HP course (except NU program) See individual programs for specific course requirements.
3. **Successfully complete minimum credits required for each program.** (See different programs for required number of credits)
4. **Have a minimum grade point average of 2.0** (ED, and CJ must have minimum GPA of 2.5)
5. **Have a grade of C or better in each program course**
6. **Residency:** Final 12 credits must be taken on PCC campus
7. **File an application for graduation.** Refer to the "Application for Graduation" section of the catalog for complete details
8. **Fulfill all financial obligations to the College**

Note:

1. Credits earned from courses numbered below 100 are not counted toward the AS degree and not transferable to four-year colleges/ universities. Students who are planning to transfer to four-year colleges/ universities are advised to take more than the minimum requirements and should consult with their academic advisors regarding transferable electives.
2. The residency requirement may be waived for cause at the option of the Vice President of Education and Training.

Associate of Technical Studies Degree

Associate of Technical Studies (ATS) degree is awarded to students who successfully complete at least 60 semester credits. The degree provides students with skills and knowledge for gainful employment or to pursue a degree at four-year colleges/universities. Courses for this degree must be customized by following the AA degree curriculum format plus specialized area courses. Students must earn a grade of (C) or better for all program courses required for the degree. Curricula for ATS degree is customized by a student and his advisor and submitted to CPC and the Dean of Academic Affairs for review and approval. Each program curricula is not official unless it is approved

Associate of Arts Degree

This program is designed for students wishing to complete the first two years of general college work prior to transferring to a four-year college or university, or for students desiring two years of general education beyond high school.

Entrance Requirements – To enter the Associate of Arts or the Associate of Technical Studies program, a student must meet the following requirements:

1. Be a high school graduate with a minimum cumulative grade point average of 2.5; **OR** possess a GED certificate with a minimum score of 450 on all 5 sections; **OR**
2. Have a cumulative grade point average of 2.0 while a full-time student at PCC.
3. Have a TOEFL score of 500 or better

4. Apply and be accepted for admission into the chosen program.

Exit Requirements

To be granted the Associate of Technical Studies degree, steps 2 – 5 under the AA degree must be fulfilled.

To be granted the Associate of Arts degree, the following must be fulfilled:

1. Satisfactory completion of required number of credits including:
 - a. **English** - 9 credits minimum from EN 114 and above (except EN 200)
 - b. **Communication** - 9 credits minimum from CO 110 or above (3 credits must be from CO 259)
 - c. **Quantitative** - 9 credits minimum from MA 110 and above or PH 249 (except MA 211)
 - d. **Natural Science** – 8 credits minimum from SC 109 or above
 - e. **Humanities** - 9 credits minimum from PW 101, 219; PH 169; HI 159, 169, 179, 189, 259; EN 189, 219, VA 109; MU 100, 102, 106; RE 169; JP 109, 119, 209, 219 (3 credits maximum from JP or PW)
 - f. **Social Science** - 10 credits; 1 credit from SS 100 and 9 credits minimum from any of the following: SS 109, 119, 129, 149, 169, 179, 189, 203, 209, 229, 259
 - g. **Computer Technology** - 6 credits minimum from CS 100 and IT 105 or above (except CS 213)
 - h. **Health and Physical Education** – 2 credits minimum from any HP course (except HP 104)
 - i. **Electives** - 3 credits minimum from any letter-graded course numbered 100 or above not taken to fulfill requirements
2. **Have a cumulative GPA of at least 2.0** (For ATS, a grade of C or better in each specialty course is also required)

3. **Residency:** Final 12 credits must be taken on PCC campus
4. **File an application for graduation.** Refer to the “Application for Graduation” section of the catalog for complete details
5. **Fulfill all financial obligations to the College**

Note:

1. Credits earned from courses numbered below 100 are not counted toward the AA or ATS degree and not transferable to four-year colleges/universities. Courses taken on a CR/NC grading option are generally not transferable.
2. Students who are planning to transfer to four-year colleges/universities are advised to take more than the minimum requirements and should consult with their academic advisors regarding transferable electives.
3. The residency requirement may be waived for cause at the option of the Vice President of Education and Training.

**PROGRAMS AND COURSES
(Degree Requirements)**

AGRICULTURAL SCIENCE (AG)**Associate of
Science**

This program is designed to equip students with employability skills/knowledge; or for the pursuit of a higher education in the field of Agricultural Science.

**Associate of
Applied Science**

Required General Education Courses:

SS 100	Introduction to College	1
HP 181	First Aid/CPR	2
MA 100	Technical Mathematics	3
CO 110	Introduction to Communication	3
SC Core		4
SS/HUM Core		<u>3</u>
		16

Program Courses:

AG 111	Introduction to Tropical Agriculture	4
AG 122	Soil Technology	4
AG 123	General Animal Husbandry	4
AG 124	Plant Science	4
AG 214	Horticultural Crop Production	5
AG 215	Poultry & Swine Production	4
AG 216	Tropical Landscape Horticulture	4
AG 219	Crop Protection	4
AG 220	Farm Management	4
CS 100	Computer Literacy	3
SE 113	2 & 4 Cycle Engines	3
AG 223	Internship	<u>4</u>
		47

Total Credits Required 63

Required General Education Courses:

SS 100	Introduction to College	1
HP 181	First Aid/CPR	2
MA 105	Intermediate Algebra	3
EN 112	Freshman Composition	3
SC Core		4
SS/HUM Core		<u>3</u>
		16

Program Courses:

AG 111	Introduction to Tropical Agriculture	4
AG 122	Soil Technology	4
AG 123	General Animal Husbandry	4
AG 124	Plant Science	4
AG 214	Horticultural Crop Production	5
AG 215	Poultry & Swine Production	4
AG 216	Tropical Landscape Horticulture	4
AG 219	Crop Protection	4
AG 220	Farm Management	4
CS 100	Computer Literacy	3
SE 113	2 & 4 Cycle Engines	3
AG 223	Internship	<u>4</u>
		47

Total Credits Required 63

AIR CONDITIONING & REFRIGERATION (AC)

The Air Conditioning & Refrigeration Program is designed to provide students with technical knowledge, skills and proper work habits/attitudes necessary for employment in the field of Air Conditioning & Refrigeration. The program prepares students to work and advance in their careers as air conditioning and refrigeration technicians, trouble-shooters, parts counter salespersons or operators of their own air conditioning & refrigeration service and repair shops.

Associate of Applied Science

Required General Education Courses:

SS	100	Introduction to College	1
CO	110	Introduction to Communication	3
MA	100	Technical Mathematics	3
HP	181	First Aid/CPR	2
SC		Core	4
SS/HUM		Core	<u>3</u>
			16

Program Courses

AC	111	Fundamentals of Refrigeration	3
AC	112	Refrigeration Tools & Equipment	3
AC	121	Compressor System and Refrigerant Controls	3
AC	122	Electric Motors, Electrical Circuits and Controls	3
AC	211	Refrigerants, Domestic Refrigerators & Freezers	3
AC	212	Air Conditioning Systems, Cooling & Dehumidifying	3
AC	213	Psychrometry & Cooling Load	3
AC	221	Refrigerant Recovery, Reclaiming & Recycling	3
AM	213	Automobile Air Conditioning	3
BA	110	Introduction to Business	3
CS	100	Computer Literacy	3
ET	111	AC/DC Electricity	4
WE	110	Oxyacetylene	3
AC	223	Internship	<u>4</u>
			44
		Total Credits Required	60

AUTOMOTIVE MECHANICS TECHNOLOGY (AM)

The Automotive Mechanics Technology is designed to provide students with technical knowledge, skills and proper work habits/attitudes necessary for employment in the field of Automotive Mechanics Technology.

Associate of Applied Science

Required General Education Courses:

SS	100	Introduction to College	1
CO	110	Introduction to Communication	3
MA	101	Math for Mechanics	3
HP	181	First Aid/CPR	2
SC		Core	4
SS/HUM		Core	3
			16

Program Courses

AM	101	Vehicle Operation	2
AM	111	Basic Automotive Maintenance	3
AM	121	Transmission, Clutch & Drive Systems	2
AM	122	Steering & Suspension	2
AM	123	Automotive Brakes	2
AM	211	Fuel Injection & Carburetor Systems	2
AM	212	Chassis Electricity	2
AM	213	Automotive Air Conditioning	3
AM	221	Diagnosis & Engine Performance	3
AM	222	Diagram Reading & Testing	3
AM	223	General Auto Laboratory	4
WE	110	Oxyacetylene	3
AB	110	Auto Body Repair	3
CS	100	Computer Literacy	3
BA	110	Introduction to Business	3
AM	224	Internship	4
			44

Total Credits Required 60

BUSINESS ACCOUNTING (BA)

This is a two-year accounting program designed to provide students with skills and proper work habits necessary in first entry-level accounting jobs. It also provides an opportunity for students with interest in further training in the accounting profession to transfer to a four-year college/university.

**Associate of
Science****Required General Education Courses:**

SS 100	Introduction to College	1
EN 112	Freshman Composition	3
MA 105	Intermediate Algebra	3
HP 180	Personal & Social Health	3
SS/HUM core		3
SC Core		<u>4</u>
		17

Program Courses:

BA 110	Introduction to Business	3
BA 122	Business Mathematics & Calculating Machines	3
BA 159	Principles of Macroeconomics	3
BA 212	Principles of Financial Accounting	3
BA 213	Basic Business Finance	3
BA 219	Principles of Managerial Accounting	3
BA 220	Government Accounting	3
BA 222	Computerized Accounting	3
BA 214	Business Law	3
OA 211	Business Communication	3
CS 100	Computer Literacy	3
IT 105	PC Office Applications	3
IT 200	Intermediate PC Office Applications	3
MA 121	Elementary Statistics	3
BA 223	Internship	<u>4</u>
		46
	Total Credits Required	63

BUSINESS ADMINISTRATION (BU)

The Business Administration program is designed for students who want to learn, update and augment existing knowledge and skills and/or acquire cutting-edge technical and managerial skills that are essential to the field of management. The program provides students with courses to enhance their skills and knowledge necessary to advance in their careers in supervisory and management positions. In addition, the program provides a foundation for those interested in starting and managing a small business.

**Associate of
Science****Required General Education Courses:**

SS 100	Introduction to College	1
EN 112	Freshman Composition	3
MA 105	Intermediate Algebra	3
HP Core		2
SC Core		4
SS/Hum Core		<u>3</u>
		16

Program Courses:

BA 110	Introduction to Business	3
BA 122	Business Mathematics & Calculating Machines	3
BA 159	Principles of Macroeconomics	3
BA 212	Principles of Financial Accounting	3
BA 213	Basic Business Finance	3
BA 214	Business Law	3
BU 120	Business Management	3
BU 158	Principles of Microeconomics	3
CS 100	Computer Literacy	3
IT 105	PC Office Applications	3
IT 200	Intermediate PC Office Applications	3
CO 259	Principles of Effective Speaking	3
OA 211	Business Communication	3
TH 219	Human Resources Management	3
TH 220	Marketing	3
BU 223	Internship	<u>4</u>
		49
	Total Credits Required	65

CONSTRUCTION TECHNOLOGY (CT)

The Construction Technology Program is designed to provide students with technical knowledge, skills, and proper work habits/attitudes necessary for employment in this field. The program prepares students to work and advance in their careers as carpenters, masons, plumbers, private contractors, hardware store clerks, and other related construction work.

**Associate of
Applied Science**

Required General Education Courses:

CO 110	Introduction to Communication	3
HP 181	First Aid/CPR	2
MA 100	Technical Mathematics	3
SS 100	Introduction to College	1
SC Core		4
SS/Hum Core		3
		16

Program Courses

CT 112	Construction Safety, Tools & Equipment	2
CT 113	Introduction to Construction	3
CT 115	Footing and Foundation	3
CT 122	Floor, Wall & Ceiling Framing	3
CT 123	Roof Framing & Exterior Finishing	3
CT 124	Interior Trim & Cabinet Making	3
CT 212	Construction Management	3
BP 115	Blueprint Reading for Construction	3
CS 100	Computer Literacy	3
ET 112	Basic Wiring	3
MS 101	Basic Masonry/Concrete Work	3
PL 214	Residential Plumbing	3
BA 110	Introduction to Business	3
ST 101	Computer-Aided Drafting I	3
CT 222	Internship	4
		45

Total Credits Required 61

CRIMINAL JUSTICE (CJ)

This program is designed to equip students with employability skills/knowledge, or for the pursuit of a higher education in the field of Criminal Justice.

Associate of Science**Required General Education Courses:**

HP	181	First Aid/CPR	2
EN	109	College Reading	3
EN	112	Freshman Composition	3
SS	100	Introduction to College	1
SS	129	Introduction to Sociology	3
MA	100	Technical Mathematics	3
SC	Core		<u>4</u>
			19

Program Courses

CJ	100	Introduction to Self-Defense	1
CJ	109	Physical Fitness & Training	2
CJ	111	Introduction to Criminal Justice Administration	3

CJ	112	Introduction to Criminological Theory	3
CJ	113	Juvenile Control & Juvenile Justice Administration	3
CJ	115	Police Patrol Operations	3
CJ	120	Introduction to Law Enforcement	3
CJ	121	Introduction to Corrections & Correctional Administration	3
CJ	122	Police & Community Relations	3
CJ	211	Criminal Law & Criminal Procedures	3
CJ	212	Legal Aspects of Evidence	3
CJ	221	Police Report Writing	3
CJ	222	Introduction to Criminal Investigation	3
CJ	223	Traffic Control & Traffic Accident Investigation	3
CS	100	Computer Literacy	3
CJ	224	Internship	<u>4</u>
			46

Total Credits Required **65**

EDUCATION (ED)

The Education Program is designed to provide students with knowledge, skills and proper work habits/attitudes necessary for classroom teaching. The program prepares students as classroom teachers or to pursue a higher education in the educational related field.

**Associate of
Science****Required General Education Courses:**

SS	100	Introduction to College	1
EN	112	Freshman Composition	3
HP	104	Conditioning & Fitness	1
MA	105	Intermediate Algebra	3
MA	111	College Algebra	3
SS	119	Introduction to Psychology	3
SC	239	Natural History of Palau OR	
SC	249	Environmental Concepts & Issues	<u>4</u>
			18

**Program Courses for EARLY CHILDHOOD
EDUCATION:**

*CS	100	Computer Literacy	3
*ED	110	Introduction to Teaching	3
ED	151	Games, Rhythms & Music	2
ED	192	Practicum: Observation & Participation	1
*ED	200	Integrating Technology into Teaching/Learning	3
ED	201	Human Growth & Development	3
ED	202	Early Childhood Development	3
*ED	204	Teaching/Learning in Pre K To Grade One	3
*ED	215	Exceptional Individuals	3
*ED	251	Lesson Planning/Materials Development	3
*ED	253	Diagnosis & Assessment in Education	3
*ED	280	Multicultural Education	3
HP	181	First Aid/CPR	2
HP	185	Basic Nutrition	3
*HI	189	Palauan History & Culture	3

ED	290	Student Teaching – Early Childhood	<u>4</u>
			45

Total Credits Required 63

**Program Courses for ELEMENTARY
EDUCATION:**

*CS	100	Computer Literacy	3
*ED	110	Introduction to Teaching	3
ED	192	Practicum: Observation & Participation	1
*ED	200	Integrating Technology into Teaching/Learning	3
ED	201	Human Growth & Development	3
*ED	205	Teaching/Learning in the Elementary Classroom	3
*ED	215	Exceptional Individuals	3
*ED	245	Reading in Content Areas	3
*ED	251	Lesson Planning/Materials Development	3
*ED	253	Diagnosis & Assessment in Education	3
*ED	280	Multicultural Education	3
EN	200	English Grammar & Usage for Teachers	3
*HI	189	Palauan History & Culture	3
MU	149	Elementary Music	2
MA	211	Math for Elementary Teachers	3
ED	292	Student Teaching – Elementary Education	<u>4</u>
			46

Total Credits Required 64

Program Courses for SPECIAL EDUCATION:

*CS	100	Computer Literacy	3
*ED	110	Introduction to Teaching	3
ED	120	Sign Language	3
ED	192	Practicum: Observation & Participation	1
*ED	200	Integrating Technology into Teaching/Learning	3
ED	201	Human Growth & Development	3
*ED	215	Exceptional Individuals	3
*ED	219	Teaching the Disabled/Special Students	3

*ED 245	Reading in Content Areas	3
*ED 251	Lesson Planning/ Materials Development	3
*ED 253	Diagnosis & Assessment in Education	3
*ED 280	Multicultural Education	3
EN 200	English Grammar & Usage for Teachers	3
MA 211	Math for Elementary Teachers	3
*HI 189	Palauan History & Culture	3
ED 291	Student Teaching – Special Education	<u>4</u>
		47
Total Credits Required		65

*ED 206	Teaching/Learning in the Secondary Classroom	3
*ED 215	Exceptional Individuals	3
*ED 245	Reading in Content Areas	3
*ED 253	Diagnosis & Assessment in Education	3
*ED 280	Multicultural Education	3
EN 200	English Grammar & Usage for Teachers	3
Specialized Area Subjects – from each area (math, English, science, social sciences, etc.) addendum		12
ED 293	Student Teaching – Secondary Education	<u>4</u>
		47
Total Credits Required		65

Program Courses for SECONDARY EDUCATION:

*CS 100	Computer Literacy	3
*ED 110	Introduction to Teaching	3
ED 192	Practicum: Observation & Participation	1
*ED 200	Integrating Technology into Teaching/Learning	3
ED 201	Human Growth & Development	3

All Palauans who anticipate teaching in Palau must take PW 219-Advanced Palauan Grammar, in addition to the required courses. [addendum](#)

Courses with an * are courses which will also fulfill the Ministry of Education’s certification program.

ELECTRICAL TECHNOLOGY (ET)

The Electrical Technology Program is designed to provide students with technical knowledge, skills and proper work habits/attitudes necessary for employment in this field. The program prepares students to work and advance in their careers as electricians, electrical maintenance personnel or power distribution personnel.

**Associate of
Applied Science**

Required General Education Courses:

CO 110	Introduction to Communication	3
MA 100	Technical Mathematics	3
SS 100	Introduction to College	1
HP 181	First Aid/CPR	2
SS/HUM core		3
SC Core		<u>4</u>
		16

Program Courses

ET 111	AC/DC Electricity	4
ET 112	Basic Wiring	3
ET 113	National Electric Code/ Calculation	3
ET 122	Residential Wiring	4
ET 123	Motors & Controls	3
ET 213	Electrical Estimating	3
ET 211	Industrial/Commercial Wiring	4
ET 212	Electrical Management & Maintenance	4
BP 116	Blueprint Reading for Electricians	3
CS 100	Computer Literacy	3
BA 110	Introduction to Business	3
EN 109	College Reading	3
ET 222	Internship	<u>4</u>
		44

Total Credits Required 60

ENVIRONMENTAL/MARINE SCIENCE (ES)

This program will provide technical training for students who choose to work after graduating from PCC, to provide the option for employees in the fields to improve their skills, and to provide a solid background for students interested in pursuing a higher degree at a four-year institution.

Associate of Science

Required General Education Courses:

SS	100	Introduction to College	1
EN	112	Freshman Composition	3
MA	105	Intermediate Algebra	3
HP	181	First Aid/CPR	2
SS/HUM		Core	<u>3</u>
			12

Program Courses:

SC	109	Principles of Biology I	4
SC	110	Principles of Biology II	4
SC	119	Introduction to Physical Science	4
SC	120	Physical Geology	4
SC	160	General Chemistry I	4
SC	161	General Chemistry II	4
SC	170	Marine Biology	4
SC	201	Oceanography	4
SC	239	Natural History of Palau	4
SC	249	Environmental Concepts and Issues	4
SC	270	Field Studies	3
CS	100	Computer Literacy	3
MA	121	Elementary Statistics	3
SC	275	Internship	<u>4</u>
			53

Total Credits Required 65

Note: The SC requirement under General Education is waived because this is a science program.

Recommended Courses: EN 114 Advanced
Composition and TH 104 Recreational Diving

GENERAL ELECTRONICS TECHNOLOGY (GE)

The General Electronics Technology Program is designed to provide students with technical knowledge, skills and proper work habits/attitudes necessary for employment in the field of electronics. The program prepares students to work and advance in their careers as electronic technicians, assemblers, testers, parts counter salespersons or operators of their own electronic parts distributor establishments and service and repair shops.

Associate of Applied Science

Required General Education Courses:

CO	110	Introduction to Communication	3
MA	100	Technical Mathematics	3
SS	100	Introduction to College	1
HP	181	First Aid/CPR	2
SC		Core	4
SS/HUM		Core	<u>3</u>
			16

Program Courses:

GE	113	Computer Operating Systems	3
GE	114	Basic Electronics	3
GE	115	Electronic Tools, Test Instruments & Measurements	3
GE	124	Analog Circuits & Applications	3
GE	125	Digital Circuits & Applications	3
GE	126	Principles of Electronic Communication Systems	3
GE	127	Industrial Electronic Devices, Circuits & Applications	3
GE	214	Audio Equipment Service & Repair	3
GE	215	Television Service & Repair	3
GE	216	Microcontroller	3
GE	217	Industrial Control Technology	3
GE	222	Video Systems Repair & Maintenance	3

GE	223	PC Assembly, Maintenance & Repair	3
CS	100	Computer Literacy	3
GE	225	Internship	<u>4</u>
			46

Total Credits Required 62

Associate of Science

Required General Education Courses

EN	112	Freshman Composition	3
MA	105	Intermediate Algebra	3
SS	100	Introduction to College	1
HP	181	First Aid/CPR	2
SC		Core	4
SS/HUM		Core	<u>3</u>
			16

Program Courses

GE	113	Computer Operating Systems	3
GE	114	Basic Electronics	3
GE	115	Electronic Tools, Test Instruments & Measurements	3
GE	124	Analog Circuits & Applications	3
GE	125	Digital Circuits & Applications	3
GE	126	Principles of Electronic Communication Systems	3
GE	127	Industrial Electronic Devices, Circuits and Applications	3
GE	214	Audio Equipment Service & Repair	3
GE	215	Television Service & Repair	3
GE	216	Microcontroller	3
GE	217	Industrial Control Technology	3
GE	222	Video Systems, Repair & Maintenance	3
GE	223	PC Assembly, Maintenance & Repair	3
CS	100	Computer Literacy	3
GE	225	Internship	<u>4</u>
			46

Total credits Required 62

INFORMATION TECHNOLOGY (IT)

The Information Technology program is designed for individuals interested in professional careers in the information technology field. The program provides basic knowledge and skills needed for employment or for the pursuit of a higher education in the field of information technology.

**Associate
of Science****Required General Education Courses**

SS 100	Introduction to College	1
EN 112	Freshman Composition	3
MA 105	Intermediate Algebra	3
HP Core		2
SS/HUM Core		3
SC Core		<u>4</u>
		16

Program Courses

CS 100	Computer Literacy	3
IT 105	PC Office Applications	3
IT 110	Intro to Programming	3
IT 115	Operating Systems & Networks	3
IT 120	Database Management Systems	3
IT 125	Visual Basic Programming I	3
IT 200	Intermediate PC Office Applications	3
IT 205	Visual Basic Programming II	3
IT 210	MS Applications Using Visual Basic	3
IT 215	Web Management & Design	3
IT 220	Troubleshooting Microcomputer Systems	3
IT 225	Network Administration	3
MA 111	College Algebra	3
MA 121	Elementary Statistics	3
EN 109	College Reading	3
EN 114	Advanced Composition	3
CO 110	Intro to Communication	<u>3</u>
		51

Total Credits Required **67**

LIBRARY AND INFORMATION SERVICES (LS)

The Library and Information Services program is designed to provide students with knowledge, skills, and effective work habits necessary in libraries and information centers, such as special libraries, archives, museums, and other information-based professions. Courses include library courses, information technology, and general education. The program prepares students to perform proficiently in entry level and intermediate positions, such as Library Assistant, Library Aide, Information Assistant and other related information services positions.

Associate of Applied Science

General Education Courses

SS 100	Introduction to College	1
EN 112	Freshman Composition	3
MA 105	Intermediate Algebra addendum	3
HP Core		2
SS/HUM Core		3
SC Core		<u>4</u>
		16

Program Courses

LS 102	Intro to Library Organization	3
LS 105	Intro to Information Resources	3
LS 110	Research Methods and Reference Assistance	3
LS 115	Micronesia Pacific Information Resources	2
LS 120	Library Media Technologies	2
LS 125	Book Repair & Preservation of Materials	2
LS 202	Materials Selection & Cataloging	3
LS 205	Library Services Programming	3
LS 215	Management of Information Service Center	3
LS 220	Funding Sources for Libraries	3
IT 105	PC Office Applications	3
CS 100	Computer Literacy	3
EN 109	College Reading	3

EN 114	Advanced Composition	3
CO 110	Introduction to Communication	3
CO 201	Mass Media & Society	3
LS 225	Internship	<u>4</u>
		49

Total credits required 65

Associate of Science

General Education Courses

SS 100	Introduction to College	1
EN 112	Freshman Composition	3
MA 105	Intermediate Algebra	3
HP Core		2
SS/HUM Core		3
SC Core		<u>4</u>
		16

Program Courses [addendum](#)

LS 102	Intro to Library Organization	3
LS 105	Intro to Information Resources	3
LS 110	Research Methods and Reference Assistance	3
LS 115	Micronesia Pacific Information Resources	2
LS 120	Library Media Technologies	2
LS 125	Book Repair & Preservation of Materials	2
LS 202	Materials Selection & Cataloging	3
LS 205	Library Services Programming	3
LS 215	Management of Information Service Centers	3
LS 220	Funding Sources for Libraries	3
IT 105	PC Office Applications	3
CS 100	Computer Literacy	3
EN 109	College Reading	3
EN 114	Advanced Composition	3
CO 110	Introduction to Communication	3
CO 201	Mass Media & Society	3
LS 225	Internship	<u>4</u>
		49

Total credits required 65

NURSING CAREER LADDER (NU)

The Nursing Program is designed to provide students with technical knowledge, skills and proper work habits/attitudes necessary for employment in this field. The program prepares students to work and advance in their careers as licensed practical nurses, registered nurses, US practical nurses, US registered nurses or for the pursuit of a higher education in the field of nursing.

Associate of Applied Science

Required General Education Courses:

EN	112	Freshman Composition	3
MA	95	Basic Algebra	3
SS	100	Introduction to College	1
SS	189	Intro to Cultural Anthropology	<u>3</u>
			10

Program Courses:

NU	102	Basic Nursing Concepts	5
NU	103	Child Health Nursing I	2
NU	104	Physical Assessment	1
NU	105	Patient/Family Health Assessment	1
NU	106A	Nursing Trends I	1
NU	108	Child Health Nursing II	2
NU	201	Adaptation to Illness I	4
NU	202	Family Centered Nursing	5
NU	203	Adaptation to Illness II	4
NU	204	Adaptation to Illness III	5
NU	205	Mental Health Nursing	5
ED	201	Human Growth & Development	3
EN	109	College Reading	3
SC	109	Principles of Biology I	4
SC	159A	Anatomy & Physiology I	4
SC	159B	Anatomy & Physiology II	4
SS	119	Intro to Psychology	<u>3</u>
			56

Total Credits Required 66

All nursing courses have nutrition, pharmacology and the nursing process as threads of learning. Completion at this point allows the graduate to: Apply for Practical Nursing licensure through the

Palau Nursing Committee to be a Licensed Palau Practical Nurse and to take the USA NCLEX-PN Exam for LPN licensure in the US.

Associate of Science

Required General Education Courses:

MA	95	Basic Algebra	3
EN	112	Freshman Composition	3
SS	100	Introduction to College	1
SS	189	Intro to Cultural Anthropology	<u>3</u>
			10

Program Courses:

NU	102	Basic Nursing Concepts	5
NU	103	Child Health Nursing I	2
NU	104	Physical Assessment	1
NU	105	Patient/Family Health Assessment	1
NU	106A	Nursing Trends I	1
NU	106B	Nursing Trends II	1
NU	108	Child Health Nursing II	2
NU	201	Adaptation to Illness I	4
NU	202	Family Centered Nursing	5
NU	203	Adaptation to Illness II	4
NU	204	Adaptation to Illness III	5
NU	205	Mental Health Nursing	5
NU	206	Community Health Nursing	5
NU	207	Decision-Making & Leadership	3
ED	201	Human Growth & Development	3
EN	109	College Reading	3
EN	114	Advanced Composition	3
SC	109	Principles of Biology I	4
SC	159A	Anatomy & Physiology I	4
SC	159B	Anatomy & Physiology II	4
SC	209	Microbiology	4
SS	119	Intro to Psychology	<u>3</u>
			72

Total Credits Required 82

Completion at this point allows the graduate to: Apply for licensure through the Palau Nursing Committee to be a Palau Registered Nurse and to take the SA NCLEX-RN exam for RN licensure in the US.

OFFICE ADMINISTRATION (OA)

The Office Administration Program is designed to provide students with technical knowledge, skills and proper work habits/attitudes necessary for employment in this field. The program prepares students to work and advance in their careers as clerks, bookkeepers, information processors, receptionists, and administrative assistants. Sequences of courses include both business and general to broaden students' backgrounds and enhance employment and promotion possibilities.

**Associate of
Applied Science**

Required General Education Courses:

SS 100	Introduction to College	1
EN 112	Freshman Composition	3
HP 180	Personal & Social Health	3
MA 105	Intermediate Algebra	3
SC Core		4
SS/HUM Core		<u>3</u>
		17

Program Courses: [addendum](#)

BA 110	Introduction to Business	3
BA 122	Business Mathematics and Calculating Machines	3
BA 130	Bookkeeping I	3
BA 131	Bookkeeping II	3
CO 110	Introduction to Communication	3
CS 100	Computer Literacy	3
CS 213	Desktop Publishing	3
IT 105	PC Office Applications	3
IT 110	Introduction to Programming	3
IT 120	Database Management Systems	3
IT 200	Intermediate PC Office Applications	3
OA 112	Filing Systems & Record Management	3
TH 115	Interpersonal Relations & Customer Service	2
OA 211	Business Communication	3
OA 221	Office Procedures	3
OA 222	Internship	<u>4</u>
		48
	Total Credits Required	65

**SMALL ENGINE AND OUTBOARD
MARINE TECHNOLOGY (SE)**

The Small Engine and Outboard Marine Technology Program is designed to provide students with technical knowledge, skills and proper work habits/attitudes necessary for employment in this field. The program prepares students to work and advance in their careers as mechanics, troubleshooters, parts counter salespersons or operators of their own small engine service and repair shops.

**Associate of
Applied Science**

Required General Education Courses:

SS 100	Introduction to College	1
HP 181	First Aid/CPR	2
CO 110	Introduction to Communication	3
MA 101	Math for Mechanics	3
SC Core		4
SS/HUM Core		<u>3</u>
		16

Program Courses:

SE 101	Boat Operation	3
SE 112	Basic Engine Principles	3
SE 113	Two and Four Cycle Engines	3
SE 122	Outboard Engine Electrical System	3
SE 123	Outboard Fuel & Carburetion Systems	3
SE 124	Outboard Cooling System	3
SE 212	Outboard Lower Unit System	3
SE 213	Outboard Power Head System	3
SE 221	General Laboratory	4
SE 222	Diagram Reading & Testing	3
TH 115	Interpersonal Relations & Customer Service	2
CS 100	Computer Literacy	3
BA 110	Introduction to Business	3
WE 110	Oxyacetylene	3
SE 223	Internship	<u>4</u>
		46
	Total Credits Required	62

TOURISM AND HOSPITALITY PROGRAM (TH)

The Tourism and Hospitality Program is designed to provide students with knowledge, skills and proper work habits necessary in this field. The program prepares students to perform proficiently in entry/intermediate positions or management in the areas of Tour Services, Food & Beverage Operations, Hotel Operations, and Hospitality Management.

Associate of Applied Science

Required General Education Courses:

SS	100	Introduction to College	1
CO	110	Introduction to Communication	3
HI	179	History of Micronesia OR	
HI	189	Palauan History & Culture	3
MA	105	Intermediate Algebra	3
SC	249	Environmental Concepts & Issues	4
HP	181	First Aid/CPR	2
			16

Program Courses for FOOD AND BEVERAGES

TH	100	Intro to Tourism & Hospitality	3
TH	101	Food Production & Sanitation	3
TH	115	Interpersonal Relations & Customer Service	2
TH	118	Baking	3
TH	201	Dining Room & Beverage Operations	3
TH	218	F & B Cost Control & Purchasing	3
BA	130	Bookkeeping I	3
JP	109	Conversational Japanese I	3
JP	119	Conversational Japanese II	3
CS	100	Computer Literacy	3
BA	110	Introduction to Business	3
IT	105	PC Office Applications	3
HP	180	Personal & Social Health	3
HP	185	Basic Nutrition	3
TH	223	Internship	4
			45

Total Credits Required **61**

Program Courses for HOTEL OPERATIONS:

TH	100	Intro to Tourism & Hospitality	3
TH	101	Food Production & Sanitation	3
TH	115	Interpersonal Relations & Customer Service	2
TH	201	Dining Room & Beverage Operations	3
TH	210	Housekeeping Management	3
TH	215	Front Office Operations	3
TH	217	Hotel Security & Facilities Management	3
TH	218	Food & Beverage Cost Control & Purchasing	3
JP	109	Conversational Japanese I	3
JP	119	Conversational Japanese II	3
BA	130	Bookkeeping I	3
HP	180	Personal & Social Health	3
CS	100	Computer Literacy	3
IT	105	PC Office Applications	3
TH	224	Internship	4
			45

Total Credits Required **61**

Program Courses for TOUR SERVICES:

TH	100	Intro to Tourism & Hospitality	3
TH	104	Recreational Diving	2
TH	110	Tour Guiding & Travel Planning	3
TH	115	Interpersonal Relations and Customer Service	2
TH	206	Scuba Dive Master	1
SC	239	Natural History of Palau	4
BA	130	Bookkeeping I	3
JP	109	Conversational Japanese I	3
JP	119	Conversational Japanese II	3
CO	205	Intercultural Communication	3
CS	100	Computer Literacy	3
OA	211	Business Communication	3
HP	180	Personal & Social Health	3
SE	101	Boat Operation	3
HI	189	Palauan History & Culture	3
TH	225	Internship	4
			46

Total Credits Required **62**

**Associate
of Science**

JP	109	Conversational Japanese I	3
JP	119	Conversational Japanese II	3
SE	101	Boat Operation	3
TH	226	Internship	<u>4</u>
			49

Required General Education Courses:

SS	100	Introduction to College	1
EN	112	Freshman Composition	3
MA	105	Intermediate Algebra	3
HP	181	First Aid/CPR	2
SC	249	Environmental Concepts & Issues	4
HI	189	Palauan History & Culture OR	
HI	179	History of Micronesia	<u>3</u>
			16

Program Courses for TOUR SERVICES:

TH	100	Intro to Tourism & Hospitality	3
TH	104	Recreational Diving	2
TH	110	Tour Guiding and Travel Planning	3
TH	115	Interpersonal Relations and Customer Service	2
TH	206	Scuba Dive Master	1
TH	219	Human Resources Management	3
TH	220	Marketing	3
TH	222	Managing for Quality in the Hospitality Industry	3
SC	239	Natural History of Palau	4
CO	110	Introduction to Communication	3
CO	205	Intercultural Communication	3
CS	100	Computer Literacy	3
BA	130	Bookkeeping 1	3

Total Credits Required 65**Program Courses for HOSPITALITY MANAGEMENT:**

TH	100	Intro to Tourism & Hospitality	3
TH	101	Food Production & Sanitation	3
TH	115	Interpersonal Relations & Customer Service	2
TH	201	Dining Rm. & Beverage Operation	3
TH	210	Housekeeping Management	3
TH	215	Front Office Operations	3
TH	217	Hotel Security & Facilities Management	3
TH	218	F & B Cost Control & Purchasing	3
TH	219	Human Resources Management	3
TH	220	Marketing	3
TH	222	Managing for Quality in the Hospitality Industry	3
BA	130	Bookkeeping I	3
CS	100	Computer Literacy	3
JP	109	Conversational Japanese I	3
JP	119	Conversational Japanese II	3
TH	227	Internship	<u>4</u>
			48

Total Credits Required 64

LIBERAL ARTS PROGRAM (LA)

This program is designed for students wishing to complete the first two years of general college work prior to transferring to a four-year college or university, or for students desiring two years of general education beyond high school.

Associate of Arts**Program Courses:**

English: 9

From EN 114 and above (except EN 200)

Quantitative: 9

From MA 110 or above or PH 249 (except MA 211)

Natural Sciences: 8

From SC 109 or above

Humanities: 9

From the following courses: PW 101, 219; PH 169; HI 159, 169, 179 189; VA 109; MU 100, 102, 106; RE 169; JP 109 or above (3 credits minimum from JP or PW)

Social Science 10

From SS 100 and above

Communications: 9

From CO 110 and above (3 credits must be from CO 259)

Computer Tech: 6

From CS 100 and IT 105 or above (except CS 213)

Health and Physical Education: 2

2 credits minimum from any HP course (except HP 104)

Electives: 3

From any letter-graded course numbered 100 or above not taken to fulfill requirements

Total Credits Required 65

CERTIFICATES

The College offers certificates in a variety of different programs. These certificates differ in the number and type of courses required for completion, and in the minimum length of time required to fulfill all courses.

REQUIREMENTS FOR CERTIFICATES

Certificate of Competence

Certificate of Competence (CTC) is a college credential awarded to students who have successfully completed credit course sequences that provide job upgrading or entry-level skills. Credit course sequences (non-remedial) shall be from 12 to 15 credit hours. Students must earn a GPA of 2.0 (C) or better for all courses required for the certificate. There are no graduation exercises accompanying the award.

Academic Subject Certificate

Academic Subject Certificate (ASC) is a college credential awarded to students who have successfully completed a set of credit courses (non-remedial) from the AA curriculum. Credit courses shall be at least 12 credit hours. Students must earn a GPA of 2.0 (C) or better for all courses required for the certificate. There are no graduation exercises accompanying the award.

Certificate of Completion

Certificate of Completion (CC) is a college credential awarded to students who have successfully completed designated technical, occupational, or professional education credit sequences that provide them with entry-level skills or job upgrading. These course sequences (no general education course requirements) shall be at least 16 credit hours, but may not exceed 24 credit hours. Students must earn a GPA of 2.0 (C) or better for all courses required for the certificate. There are no graduation exercises accompanying the award.

The following are current PCC certificate offerings:

AGRICULTURAL SCIENCE

Certificate of Competence

Animal Husbandry

AG	111	Intro to Tropical Agriculture	4
AG	123	General Animal Husbandry	4
AG	215	Poultry and Swine Production	<u>4</u>
Total credits required			12

Certificate of Completion

General Agriculture

AG	111	Introduction to Tropical Agriculture	4
AG	123	General Animal Husbandry	4
AG	124	Plant Science	4
AG	214	Horticultural Crop Production	5
AG	215	Poultry and Swine Production	<u>4</u>
Total credits required			21

Horticulture

AG	111	Introduction to Tropical Agriculture	4
AG	122	Soil Technology	4
AG	124	Plant Science	4
AG	214	Horticulture Crop Production	5
AG	216	Tropical Landscape Horticulture	<u>4</u>
Total credits required			21

AIR CONDITIONING & REPAIR

Certificate of Competence

Air Conditioning

AC	111	Fundamentals of Refrigeration	3
AC	112	Refrigeration Tools & Equipment	3
AC	121	Compressor System & Refrigerant Controls	3

AC 122	Electric Motors, Electrical Circuits & Controls	3
AC 212	Air Conditioning Systems, Cooling & Dehumidifying	<u>3</u>
	Total credits required	15

AM 211	Fuel Injection & Carburetor Systems	2
AM 212	Chassis Electricity	2
AM 221	Diagnosis & Engine Performance	<u>3</u>
	Total credits required	16

Refrigeration

AC 111	Fundamentals of Refrigeration	3
AC 112	Refrigeration Tools & Equipment	3
AC 121	Compressor System & Refrigerant Controls	3
AC 122	Electric Motors, Electrical Circuits & Controls	3
AC 211	Refrigerants, Domestic Refrigerators & Freezers	<u>3</u>
	Total credits required	15

BOOKKEEPING

Certificate of Competence

BA 110	Introduction to Business	3
BA 122	Business Mathematics & Calculating Machines	3
BA 130	Bookkeeping I	3
BA 131	Bookkeeping II	3
CS 100	Computer Literacy	<u>3</u>
	Total credits required	15

Bookkeeping

AUTOMOTIVE MECHANICS

Certificate of Competence

Automotive Suspension, Steering and Brakes

AM 101	Vehicle Operation	2
AM 111	Basic Automotive Maintenance	3
AM 121	Transmission, Clutch & Drive Systems	2
AM 122	Steering & Suspension	2
AM 123	Automotive Brakes	2
WE 110	Oxyacetylene	<u>3</u>
	Total credits required	14

CONSTRUCTION

Certificate of Competence

CT 113	Introduction to Construction	3
BP 115	Blueprint Reading for Construction	3
MS 110	Selection & Design of Concrete Mixture	3
PL 215	Residential Plumbing	<u>3</u>
	Total credits required	12

Plumbing

Automotive Fuel Electricity and Air Conditioning

AM 101	Vehicle Operation	2
AM 111	Basic Automotive Maintenance	3
AM 212	Chassis Electricity	2
AM 213	Automotive Air Conditioning	3
WE 110	Oxyacetylene	<u>3</u>
	Total credits required	13

CT 113	Introduction to Construction	2
CT 115	Footing and Foundation	3
BP 115	Blueprint Reading for Construction	3
MS 101	Basic Masonry/Concrete Work	3
MS 110	Selection & Design of Concrete Mixtures	<u>3</u>
	Total credits required	14

Masonry

Certificate of Completion

Automotive Engine Performance and Diagnosis

AM 101	Vehicle Operation	2
AM 111	Basic Automotive Maintenance	3

Certificate of Completion

CT 112	Construction Safety, Tools & Equipment	2
CT 113	Introduction to Construction	3
CT 115	Footing and Foundation	3
CT 122	Floor, Wall, & Ceiling Framing	3

Carpentry

CT	123	Roof Framing & Exterior Finishing	3
CT	124	Interior Trim & Cabinet Making	3
BP	115	Blueprint Reading for Construction	<u>3</u>
		Total credits required	20

LAW ENFORCEMENT**Certificate of Completion****Law Enforcement**

CJ	102	Incident Report Writing	3
CJ	109	Physical Fitness & Training	2
CJ	111	Introduction to Criminal Justice Administration	3
CJ	114	Palau Government Law Enforcement Agency Laws & Functions	3
CJ	115	Police Patrol Operations	3
CJ	120	Introduction to Law Enforcement	3
CJ	122	Police & Community Relations	<u>3</u>
		Total credits required	20

ELECTRICAL**Certificate of Competence****Motor/ Motor Control**

ET	111	AC/DC Electricity	4
ET	112	Basic Wiring	3
ET	113	National Electrical Code/Calculation	3
ET	123	Motors & Control	<u>3</u>
		Total Credits Required	13

Certificate of Completion**Residential Wiring**

ET	111	AC/DC Electricity	4
ET	112	Basic Wiring	3
ET	113	National Electrical Code/Calculation	3
ET	122	Residential Wiring	4

ET	213	Electrical Estimating	3
BP	116	Blueprint Reading for Electricians	<u>3</u>
		Total credits required	20

Commercial/Industrial Wiring

ET	111	AC/DC Electricity	4
ET	112	Basic Wiring	3
ET	113	National Electrical Code/Calculation	3
ET	122	Residential Wiring	4
ET	211	Industrial/Commercial Wiring	4
ET	213	Electrical Estimating	3
BP	116	Blueprint Reading for Electricians	<u>3</u>
		Total credits required	24

GENERAL ELECTRONICS**Certificate of Competence****Audio Equipment Service and Repair**

GE	114	Basic Electronics	3
GE	115	Electronic Tools, Test Instruments & Measurements	3
GE	124	Analog Circuits & Applications	3
GE	125	Digital Circuits & Applications	3
GE	214	Audio Equipment Service & Repair	<u>3</u>
		Total credits required	15

Television Service and Repair

GE	114	Basic Electronics	3
GE	115	Electronic Tools, Test Instruments & Measurements	3
GE	124	Analog Circuits & Applications	3
GE	125	Digital Circuits & Applications	3
GE	215	Television Service & Repair	<u>3</u>
		Total credits required	15

PC Assembly, Repair and Maintenance

GE	113	Computer Operating Systems	3
GE	114	Basic Electronics	3
GE	115	Electronic Tools, Test Instruments & Measurements	3
GE	125	Digital Circuits & Applications	3
GE	223	PC Assembly, Maintenance & Repair	<u>3</u>
		Total credits required	15

**Communication Equipment
Service and Repair**

GE 114	Basic Electronics	3
GE 115	Electronic Tools, Test Instruments and Measurements	3
GE 124	Analog Circuits and Applications	3
GE 125	Digital Circuits and Applications	3
GE 126	Principles of Electronic Communication Systems	<u>3</u>
	Total credits required	15

**Industrial Electronic Devices,
Circuits and Applications**

GE 114	Basic Electronics	3
GE 115	Electronic Tools, Test Instruments & Measurements	3
GE 124	Analog Circuits & Applications	3
GE 125	Digital Circuits & Applications	3
GE 127	Industrial Electronic Devices, Circuits & Applications	<u>3</u>
	Total credits required	15

Certificate of Completion

**Consumer Electronics
Technology**

GE 113	Computer Operating Systems	3
GE 114	Basic Electronics	3
GE 115	Electronic Tools, Test Instruments & Measurements	3
GE 124	Analog Circuits & Applications	3
GE 125	Digital Circuits & Applications	3

GE 126	Principles of Electronic Communication Systems	3
GE 214	Audio Equipment Service & Repair	3
GE 215	Television Service & Repair	<u>3</u>
	Total credits required	24

**Industrial Control
Technology**

GE 113	Computer Operating Systems	3
GE 114	Basic Electronics	3
GE 115	Electronic Tools, Test Instruments & Measurements	3
GE 124	Analog Circuits & Applications	3
GE 125	Digital Circuits & Applications	3
GE 127	Industrial Electronic Devices, Circuits & Applications	3
GE 216	Microcontroller	3
GE 217	Industrial Control Technology	<u>3</u>
	Total credits required	24

SMALL ENGINE AND OUTBOARD ENGINE

Certificate of Competence

**Small Engine and Outboard
Marine Technology**

SE 112	Basic Engine Principles	3
SE 113	Two & Four Cycle Engines	3
SE 122	Outboard Engine Electrical System	3
SE 123	Outboard Fuel & Carburetor Systems	3
SE 124	Outboard Cooling System	<u>3</u>
	Total credits required	15

COURSE DESCRIPTIONS

AUTOBODY REPAIR (AB)

AB 110 AUTO BODY REPAIR (3)

This is a course on the principles and practice of roughing out, digging, picking, filling, disc sanding, soldering, shrinking, and welding. Safe operation of the sander and welding equipment is also stressed. Pre: None (2 credits lec, 1 credit lab)

AIR CONDITIONING & REFRIGERATION (AC)

AC 111 FUNDAMENTALS OF REFRIGERATION (3)

This introductory course provides instruction in basic physical, chemical, and engineering principles applicable to refrigeration. This also covers the physical laws, which apply to refrigeration. Pre: None (3 credits lec)

AC 112 REFRIGERATION TOOLS AND EQUIPMENT (3)

This course provides instruction in air conditioning and refrigeration shop safety and regulations, uses and care of tools and equipment of the trade. Pre: None (2 credits lec, 1 credit lab)

AC 121 COMPRESSOR SYSTEM AND REFRIGERANT CONTROLS (3)

This course provides instruction on the different thermal laws and functions of the different components of refrigeration. Pre: AC 111 and AC 112 (2 credits lec, 1 credit lab)

AC 122 ELECTRIC MOTORS, ELECTRICAL CIRCUITS AND CONTROLS (3)

This course covers electrical symbols and electrical circuits used in air conditioning and refrigeration. Pre: AC 111 and AC 112 (2 credits lec, 1 credit lab)

AC 211 REFRIGERANTS, DOMESTIC REFRIGERATORS AND FREEZERS (3)

This course provides instruction in refrigerant protection, service and repair of refrigerators and

freezers, using the latest computer refrigeration simulator. Pre: AC 111 and 112 (1 credit lec, 2 credits lab)

AC 212 AIR CONDITIONING SYSTEMS, COOLING AND DEHUMIDIFYING (3)

This course provides the students practical knowledge and skills necessary to service and repair air-conditioning systems using the latest computer air conditioner simulator. Pre: AC 121 (1 credit lec, 2 credits lab)

AC 213 PSYCHROMETRY AND COOLING LOAD (3)

This course covers the chemistry of air, air and human comfort, psychrometric properties of air, the psychrometric chart, problems for the conditioned air supply, conduction, solar transmission, occupancy and equipment heat gains and losses, coil load, and total air supply. Pre: AC 122 (3 credits lec)

AC 221 REFRIGERANT RECOVERY, RECLAIMING AND RECYCLING (3)

This course enables the learner to understand the effects of CFC (Chloroflouorocarbons) in the ozone layer and to apply the EPA rules/regulations in the handling of refrigerants. Pre: AC 121 (2 credits lec, 1 credit lab) [addendum](#)

AC 223 INTERNSHIP (4)

This course provides the student practical training in the field of air conditioning and refrigeration. With the assistance of an instructor-coordinator, the student is assigned to work under a supervisor in a governmental department or a private firm in order to learn through an actual work experience. Pre: Advisor's Consent (4 credits lab)

AGRICULTURAL SCIENCE (AG)

[addendum](#)

AG 111 INTRODUCTION TO TROPICAL AGRICULTURE (4)

An orientation to agricultural science which provides an overview of the fundamental principles of the field. The course stresses agriculture in the tropics and Micronesia, covering a variety of topics from plant science to animal

science. It also introduces students to the various careers and occupations which are included in the field of agriculture. This course includes field trips to local agricultural production sites. Pre: SC 90 (3 credits lec, 1 credit lab) **Note: AG majors may take SC 90 concurrently with AG 111.**

AG 122 SOIL TECHNOLOGY (4)

This course covers identification, preparation, and fertilization of soils, amendments, potting media, sterilization, mulching, and composting methods. It also includes soil testing, microbiology, and soil moisture. Pre: Ag 111 and SC 90 (3 credits lec, 1 credit lab)

AG 123 GENERAL ANIMAL HUSBANDRY (4)

This course is designed to provide instruction in the principles of efficient animal production. It covers topics in general farm breeds, selection of breeds, anatomy, physiology, genetics, nutrition, feeds and feeding, housing, management, sanitation and animal health and disease control. Pre: AG 111 and SC 90 (3 credits lec, 1 credit lab)

AG 124 PLANT SCIENCE (4)

This course introduces students to the basic principles of plant structure, classification, growth, reproduction, propagation, and utilization. The course emphasizes plant science from an agricultural standpoint, stressing its importance in everyday agriculture. Pre: AG 111 and SC 90 (3 credits lec, 1 credit lab)

AG 214 HORTICULTURAL CROP PRODUCTION (5)

This course introduces the principles of plant growth, classification of crop plants, soils and soil preparation, planting, fertilizing, harvesting, and general management of crop production. The course emphasizes tropical vegetable crops, root crops, and fruit/tree crops. Pre: AG 124 (3 credits lec, 2 credits lab)

AG 215 POULTRY AND SWINE PRODUCTION (4)

This course provides general instruction in the techniques of poultry and swine production, including breed selection, feeding, management

and disease control. It emphasizes poultry and swine production in the tropics. Pre: AG 123 (3 credits lec, 1 credit lab)

AG 216 TROPICAL LANDSCAPE HORTICULTURE (4)

This course is designed to prepare students for job entry in landscaping private homes, schools, hotels, government buildings, and recreation areas. This course covers landscape arts, style, and design; identification of ornamental and landscape plants; nursery production of ornamental plants; and landscape establishment and maintenance. Pre: AG 122 and AG 124 (3 credits lec, 1 credit lab)

AG 219 CROP PROTECTION (4)

This course provides the student with theoretical and practical skills in crop protection, including identification and control of insects, weeds, and pathogens. Emphasis in the course is on integrated management of the main crop pests in the Pacific Islands through an understanding of the basic principles of agroecology. The course includes thorough instruction in the safe and proper use of pesticides; students successfully completing the course should be able to pass a test for certification as a private pesticide applicator. Pre: AG 214 (3 credits lec, 1 credit lab)

AG 220 FARM MANAGEMENT (4)

This course provides instruction in managing a small diversified farm including the efficient use of farm resources, budgeting, credit and finance, planning, decision-making, farm records keeping, labor supervision, and marketing of farm goods. The emphasis of the course is on using these principles for a farm business in the Pacific Region. Pre: AG 214 and 215 (3 credits lec, 1 credit lab) [addendum](#)

AG 223 INTERNSHIP (4)

This course provides the student practical training in Agricultural Science. With the assistance of an instructor-coordinator, the student is assigned to work under a supervisor in a governmental department or a private business firm in order to learn through an actual work experience. Pre: Advisor's Consent (4 credits lab)

AUTOMOTIVE MECHANICS (AM)**AM 101 VEHICLE OPERATION (2)**

This course is designed to help the student acquire safe driving habits and learn defensive driving, driving regulations, and how to drive a vehicle. Pre: None (2 credits lab)

AM 110 AUTOMOTIVE MECHANICS FOR NON-MAJORS (3)

This is an exploratory course in automotive mechanics for non-majors with primary emphasis on preventive maintenance service. Pre: None (2 credits lec, 1 credit lab)

AM 111 BASIC AUTOMOTIVE MAINTENANCE (3)

This course covers servicing engines: transmission, rear end, front end, cooling system, battery, shock absorber, radiator flushing, and hoses. The use of service manual and parts catalog; automotive components identification; shop procedures; and safety will also be covered. Pre: None (1 credit lec, 2 credits lab)

AM 121 TRANSMISSION, CLUTCH AND DRIVE SYSTEMS (2)

This course includes theory and practical work on standard and automatic transmission, replacement and repair of clutch and drive systems. Pre: AM 111 (2 credits lab)

AM 122 STEERING AND SUSPENSION (2)

This course provides theory and practical work on steering and suspension systems. Instruction also includes the explanation of the inter-relationships of the different systems and procedures for major repairs. Pre: AM 111 (2 credits lab)

AM 123 AUTOMOTIVE BRAKES (2)

This course provides theory and practical work on automotive brake system, consisting of drum and disc type brakes, standard and power-assisted brake and antilock braking system. Pre: AM 111 (2 credits lab)

AM 211 FUEL INJECTION AND CARBURETOR SYSTEMS (2)

This course covers theory and practical work on automotive fuel injection and carburetor systems.

Instruction also includes the explanation of the relationships of the different systems and procedures for major repair. Pre: AM 121 (2 credits lab)

AM 212 CHASSIS ELECTRICITY (2)

This course offers instruction in basic electrical theory and operation of automotive electrical components and systems. Laboratory practices are based on testing, servicing, and diagnosing electrical components and systems. Pre: AM 121 (2 credits lab)

AM 213 AUTOMOBILE AIR CONDITIONING (3)

This course helps the learner understand how automotive air conditioning systems or units vary in their design and application from stationary systems. It also covers practical skills in servicing and repairing automotive air conditioning. Pre: None (1 credit lec, 2 credits lab)

AM 221 DIAGNOSIS AND ENGINE PERFORMANCE (3)

Instruction is given in the various phases and methods of automobile diagnosis and performance, the relation of all mechanical parts of the engine to the fuel systems, ignition system, starting system, charging system, voltage regulator, and carburetor. Instruction includes checking complete engine performance and doing necessary tests. Pre: AM 121 (1 credit lec, 2 credits lab) Formerly AM 213 Diagnosis and Performance

AM 222 DIAGRAM READING AND TESTING (3)

This course covers automotive wiring and basic circuit components. Circuit diagrams and how to read and interpret wiring diagrams, testing procedures, circuit testing, and use of diagnostic equipment will be emphasized. Pre: AM 212 (2 credit lec, 1 credits lab) Formerly titled Internship

AM 223 GENERAL AUTO LABORATORY (4)

Advanced repair skills are developed in all aspects of automotive repair, engine, transmission, diagnosis and performance, brakes, suspension, steering and automotive accessories. Emphasis is placed on actual work situations. Pre: AM 122, AM 123, AM 211, AM 212, AM 213, and AM 221 (1 credit lec, 3 credits lab) Formerly numbered AM 221

AM 224 INTERNSHIP (4)

This course provides the student practical training in Automotive Mechanic Technology. With the assistance of an instructor-coordinator, the student is assigned to work under a supervisor in a governmental department or a private firm in order to learn through an actual work experience. Pre: Advisor's Consent (4 credits lab) Formerly numbered AM 222

BUSINESS ACCOUNTING (BA)**BA 110 INTRODUCTION TO BUSINESS (3)**

This course is designed to help students understand small business management from planning to creation and operation. Students will be required to prepare a complete business plan that can be used after graduation for starting and managing their own business. This course is ideal for those persons considering starting a business as well as those that are already in business. Pre: None (3 credits lec)

BA 122 BUSINESS MATHEMATICS AND CALCULATING MACHINES (3)

This course is designed to enable students to solve business and consumer mathematical problems using various ten-key calculating machines generally used in business offices. It also covers the operation and maintenance of ten-key calculating machines. Pre: MA 90 (2 credits lec, 1 credit lab) [addendum](#)

BA 130 BOOKKEEPING I (3)

This course covers the basic principles of double-entry accounting including a complete cycle for a service business organized as a proprietorship and preparing a worksheet for a merchandising business organized as a partnership. Pre: MA 90 (2 credits lec, 1 credit lab) [addendum](#)

BA 131 BOOKKEEPING II (3)

This course extends the study of merchandising business organized as a partnership. It includes the study of corporate accounting and accounting control systems. Pre: BA 130 (2 credits lec, 1 credit lab) [addendum](#)

BA 159 PRINCIPLES OF MACROECONOMICS (3)

This course is an analysis of the structure and function of the American economy. Particular attention is given to the manner in which scarce resources and products are allocated in a mixed capitalist economy. The topics of national output, income, employment, and inflation are discussed. The basics of national banking and monetary policy are introduced. Pre: MA 95 and EN 95 (3 credits lec)

BA 212 PRINCIPLES OF FINANCIAL ACCOUNTING (3)

This course covers the basic accounting principles and techniques within a framework of modern theory. Pre: MA 95 (2 credits lec, 1 credit lab) Formerly numbered BA 218

BA 213 BASIC BUSINESS FINANCE (3)

This course covers the finance function in business; procurement and utilization of funds, costs and problems associated with getting funds, added profits gained through their use, and the organization necessary to carry out the finance function in business. Pre: BA 212 (3 credits lec)

BA 214 BUSINESS LAW (3)

This is an introductory course in civil law. Emphasis is placed upon the study of contracts, agency, negotiable instruments, personal property, sales, forms of business organization, partnership, corporations, security transactions, business torts, current ownership of land and goods and real property. Pre: Minimum TOEFL score of 450 (3 credits lec)

BA 219 PRINCIPLES OF MANAGERIAL ACCOUNTING (3)

This course covers the application of accounting principles in planning and control. Pre: BA 212 (2 credits lec, 1 credit lab)

BA 220 GOVERNMENT ACCOUNTING (3)

This course covers theories and procedures of governmental accounting practices. It also covers the application of accounting information in planning and control for governmental organizations. Pre: BA 212 (3 credits lec)

BA 222 COMPUTERIZED ACCOUNTING (3)

This course allows accounting students to apply the knowledge learned in the fundamental accounting courses in a computerized environment. The students will use Peachtree accounting for Windows to create a company and complete the accounting cycle as applied to a Sole Proprietorship, a Partnership, and a Corporation. Additional accounting software like the Quicken or the Quick Book may be explored. Pre: BA 212 (2 credits lec, 1 credit lab)

BA 223 INTERNSHIP (4)

This course provides the student with practical training in accounting work. With the assistance of an instructor-coordinator, the student is assigned to work under a supervisor in a governmental department or a private business firm in order to learn through actual work experience. Pre: Advisor's Consent (4 credits lab)

BLUEPRINT READING (BP)

[addendum](#) [addendum](#)

BP 115 BLUEPRINT READING FOR CONSTRUCTION (3)

This course is designed to help students gain skills in Blueprint Reading. It covers the importance and use of blueprint reading in construction, measuring tools, mathematics, lines, sketching, pictorial drawings, orthographic projection drawings, dimensioning techniques, construction materials, specifications, reading plans, and interpretation of plans. Pre: None (2 credits lec, 1 credit lab)

[addendum](#)

BP 116 BLUEPRINT READING FOR ELECTRICIANS (3)

This course is designed to enable students to learn electrical blueprint reading and at the same time receive exposure to and become familiar with applicable sections of the most recent National Electrical Code (NEC). It covers single and multi-family dwellings; commercial, industrial, specialized and hazardous locations. Pre: None (2 credits lec, 1 credit lab) [addendum](#)

BUSINESS ADMINISTRATION (BU)**BU 120 BUSINESS MANAGEMENT (3)**

This course is an overview of management theory that introduces students to various management

styles, models, and concepts, and helps them to understand the roles and duties of managers in today's businesses. Contemporary concepts of streamlined organizations, teamwork, and employee empowerment are emphasized, as well as more traditional hierarchical management methods and organizations. Pre: BA 110 and EN 95 (3 credits lec)

BU 158 PRINCIPLES OF MICROECONOMICS (3)

This course covers the foundation of how the economy works, allocation of scarce resources, and how the production and distribution choices are made in an economic system. The function of the market and consumer behavior, market demand and price theory, the theory of the firm, and the impact of different market structures for output and input are covered. Pre: MA 95 and EN 95 (3 credits lec)

BU 223 INTERNSHIP

This course provides the student with practical training in the field of business administration. With the assistance of an instructor-coordinator, the student is assigned to work under a supervisor in a governmental department or a private business firm in order to learn through actual work experience. Pre: Advisor's Consent (4 credits lab)

CRIMINAL JUSTICE (CJ)**CJ 100 INTRODUCTION TO SELF-DEFENSE (1)**

The primary aim of this course is to provide a broad historical and theoretical background of the martial arts, emphasizing on the concept of self-defense with the techniques of kicking, punching, and other striking methods. Pre: None (1 credit lab)

CJ 102 INCIDENT REPORT WRITING (3)

This course introduces students to basic police report writing techniques. It is an introductory course that will require the student to become proficient in writing up hypothetical cases. Emphasis of this course is placed on format and preparation of police reports. Grammar and mechanical skills will be reviewed. Pre: None (3 credits lec)

CJ 109 PHYSICAL FITNESS AND TRAINING (2)

The emphasis of this course is to prepare the pre-service students for the Palau Police Academy's physical training and to assist the in-service police officer in meeting and maintaining standard police department physical training requirements. Pre: None (1 credit lec, 1 credit lab)

CJ 111 INTRODUCTION TO CRIMINAL JUSTICE ADMINISTRATION (3)

This course will introduce students to a historical overview of the administration of justice within the criminal justice system and its subsystems. Specific attention on law enforcement such as role expectations, interrelationships with other subsystems, education and training, and ethics and professionalism will be emphasized. Pre: None (3 credits lec)

CJ 112 INTRODUCTION TO CRIMINOLOGICAL THEORY (3)

This course will introduce the student to criminological theory as a tool to understanding crime causation, and a method for treatment, change, control, and ultimately prevention. It will bridge the gap between criminological theory and practice. Pre: SS 129 (3 credits lec) Formerly titled Criminological Theory

CJ 113 JUVENILE CONTROL AND JUVENILE JUSTICE ADMINISTRATION (3)

This introductory course provides students with a broad historical and theoretical background of the structures and functions of agencies and institutions which make up the present-day juvenile justice system. Pre: None (3 credits lec)

CJ 114 PALAU GOVERNMENT LAW ENFORCEMENT AGENCY LAWS AND FUNCTIONS (3)

This course covers an in-depth analysis of the duties and functions of Palau law enforcement agencies: the public defender's office, the attorney general's office, the division of customs and revenue, the division of immigration, the division of labor, the division of fish and wildlife, the division of quarantine, the division of Marine Law Enforcement, the Bureau of Public Safety, and

the National Emergency Management Office (NEMO). Pre: None (3 credits lec) Formerly titled Government Agency Laws and Functions

CJ 115 POLICE PATROL OPERATIONS (3)

This course will provide students with a broad and theoretical background on police patrol philosophies and practices. It also examines duties, extent of authority, field patrol techniques, and responsibilities of a uniformed patrol officer. Pre: CJ 111 (3 credits lec) Formerly titled Patrol Operations

CJ 120 INTRODUCTION TO LAW ENFORCEMENT (3)

This course will introduce students to roles of the various municipal, county, state, federal, and military law enforcement agencies in maintaining law and order. The roles of police in a democratic society, the training and selection of police personnel to fulfill their role, and the liability of police for inadequate performance of their duties will also be examined. Pre: CJ 111 (3 credits lec)

CJ 121 INTRODUCTION TO CORRECTIONS & CORRECTIONAL ADMINISTRATION (3)

The course will introduce students to the historical background in corrections and correctional administration as well as in the treatment and prevention programs. It will also cover contemporary issues that are applicable to correctional administration and policy as well as treatment theories and techniques that may be applicable to jails, prisons, probations and parole. Pre: CJ 111 (3 credits lec) Formerly titled Corrections and Correctional Counseling

CJ 122 POLICE AND COMMUNITY RELATIONS (3)

The major emphasis in this course is placed on the professionalism, ethics of conduct, and a positive interaction between the police officer and the community. Pre: CJ 111 (3 credits lec)

CJ 211 CRIMINAL LAW AND CRIMINAL PROCEDURES (3)

This course will provide students with the nature and origins of criminal law, general principles of criminal liability and defense, and the elements of various crimes such as persons, property, and

habitation, and public order and morals. This course also covers pretrial and trial rights of the criminal defendant and society, including discussions of the law of arrest, search and seizure, confession, identification procedures, self-incrimination, and right to counsel. Pre: CJ 120 and EN 109 (3 credits lec) Formerly titled Concepts of Criminal Law

CJ 212 LEGAL ASPECTS OF EVIDENCE (3)

This course covers the history, development, and philosophy of law as it relates to constitutional evidence and procedural consideration and in its application to such areas as arrests, search and seizure, kinds and degrees of evidence, and rules governing admissibility of evidence in court. Case studies and individual rights are reviewed in light of judicial decisions and interpretations. Pre: CJ 120 and EN 109 (3 credits lec)

CJ 221 POLICE REPORT WRITING (3)

The major emphasis of this course is placed on the report writing process, interviewing techniques, note-taking methods, and report writing terminology that will help students become better report writer. Pre: CJ 120 and EN 112 (3 credits lec)

CJ 222 INTRODUCTION TO CRIMINAL INVESTIGATION (3)

This course introduces students to basic investigation techniques such as crime scene search, evidence collection, recording, and prevention. This course also covers methods of interviewing witnesses and victims, interrogation of suspects, and canvassing techniques that will help the student with case preparation. Pre: CJ 212 and EN112 (3 credits lec) Formerly titled Criminal Investigation

CJ 223 TRAFFIC CONTROL AND TRAFFIC ACCIDENT INVESTIGATION (3)

This course introduces students to traffic control and traffic accident investigations. The specific emphasis of this course is placed on methods and techniques of traffic control and procedures used in traffic accident investigation. Other topics included are DUI detection and on the scene testing methods, crime scene prevention, pursuit

techniques, crime scene search and traffic stop procedures. Pre: CJ 221 (3 credits lec) Formerly titled Traffic Accident Investigation

CJ 224 INTERNSHIP (4)

This course provides the student with practical training in criminal justice related fields. With the assistance of an instructor-coordinator, the student is assigned to work under a supervisor in a governmental department or a private business firm in order to learn through an actual work experience. Pre: Advisor's Consent (4 credits lab)

COMMUNICATION (CO)

[addendum](#)

CO 110 INTRODUCTION TO COMMUNICATION (3)

This course addresses both theory and skill building, integrating various areas of the discipline, including interpersonal, small group, public speaking, interviewing, and mass communication. Students are introduced to fundamental topics such as the influence of context, elements of perception, effective listening, and verbal and non-verbal communication. Pre: EN 95 and EN 92 (3 credits lec)

CO 201 MASS MEDIA AND SOCIETY (3)

This course is designed to introduce students to the fundamentals of communication theory and provides a foundation for understanding how the mass media works, how it influences society, how it can be analyzed and how it can be effectively used. Students apply these critical skills to their roles as responsible consumers. Pre: CO 110 (3 credits lec)

CO 205 INTERCULTURAL COMMUNICATION (3)

This course presents the theory and insights into the practice of communication between persons of different cultures. It focuses on building intercultural communication competence by gaining understanding of differences in communication expectations, behaviors and values. Pre: CO 110 (3 credits lec)

CO 259 PRINCIPLES OF EFFECTIVE SPEAKING (3)

This course is designed to introduce students to rhetorical theory and criticism and to guide students in the preparation and presentation of speeches in the various rhetorical modes. Pre: Grade of B or better in EN 112 (3 credits lec)

COMPUTER SCIENCE (CS)**CS 100 COMPUTER LITERACY (3)**

This course covers basic information processing and uses of computer including basic application software and the Internet. Topics include basic computer concepts, navigating in a Windows Operating System, and computer software including word processing, spreadsheet, and Internet applications, including email. Pre: OA 95 (2 credits lec, 1 credit lab) [addendum](#)
[addendum](#)

CS 213 DESKTOP PUBLISHING (3)

A desktop publishing course in which the student will apply basic concepts in combining text, drawings and images on a page to create letters, brochures, greeting cards and other publications. The primary software to be used will be Microsoft Publisher and/or Adobe PageMaker. Pre: CS 100 (2 credits lec, 1 credit lab)

CONSTRUCTION (CT)**CT 110 GENERAL CARPENTRY FOR NON-MAJORS (3)**

This course covers the basic principles of construction involving foundations, interior and exterior trims, walls and roof framing, hand and power tools, materials, and production. Pre: None (2 credits lec, 1 credit lab)

CT 112 CONSTRUCTION SAFETY, TOOLS & EQUIPMENT (2)

This course is designed to give students knowledge of hand tools and power tools used to perform construction work. Emphasis is placed on skills needed to effectively perform layout, measurements, cutting, fastening, and finishing operations. Maintenance of tools and equipment will be addressed. Safe use of tools will be stressed. Pre: None (1 credit lec, 1 credit lab)

CT 113 INTRODUCTION TO CONSTRUCTION (3)

This course deals with floor framing, wall parts, wall construction and installation of ceiling joist. Students will gain knowledge and skills through construction of a full-scale house. Pre: None (1 credit lec, 2 credits lab)

CT 115 FOOTING AND FOUNDATION (3)

This course provides students with working knowledge in different types of footings and foundations construction. It also includes site preparation and layout of structures, use of builder's level and transit, and erection of batter boards. It covers materials, planning, reinforcement, and construction of footing and foundation. Pre: None (1 credit lec, 2 credits lab)

CT 122 FLOOR, WALL & CEILING FRAMING (3)

This course deals with floor framing, wall parts, wall construction and installation of ceiling joists. Students will gain knowledge and skills through construction of a full scale house. Pre: CT 112 & 113 (1 credit lec, 2 credits lab)

CT 123 ROOF FRAMING & EXTERIOR FINISHING (3)

This course covers types of roofs, parts of a roof system, layout terms, rafter sizing and layout, and use of framing square. Roof framing principles and applications, gable, hip, and intersecting roof designs will be emphasized. It also includes selection and installation of siding and roofing materials, windows, exterior doors cornice work and other exterior applications. Pre: CT 112 & 113 (1 credit lec, 2 credits lab)

CT 124 INTERIOR TRIM & CABINET MAKING (3)

This course covers principles and methods of interior carpentry construction. It includes installation of interior trim, doors, stairs building, wood working techniques and cabinetry. It also includes, but not limited to, terms and definitions used in construction field pertaining to interior finishings. Theories and practical applications of various types of all coverings, wall finishings, ceiling coverings, ceiling finishings, interior door hangings and various applications of interior trim. Pre: CT 112 & 113 (1 credit lec, 2 credits lab)

CT 212 CONSTRUCTION MANAGEMENT (3)
This course concentrates on the procedures and methods that are used by the construction contractor during the construction and post-construction phases of a project. Construction today involves much more than physical erection of projects. It is essential for a contractor to systematically plan, organize, manage, control, and document jobsite activities. Pre: CT 122, 123, & 124 (2 credits lec, 1 credit lab)

CT 222 INTERNSHIP (4)
This course provides the student practical training in construction work. With the assistance of an instructor-coordinator, the student is assigned to work under a supervisor in a governmental department or a private business in order to learn through the actual work experience. Pre: Advisor's Consent (4 credits lab)

DIRECTED STUDY

DS 299 DIRECTED STUDY (1-3)
This course is directed study or research beyond the scope of college's curricular offerings in a student's major or area of interest and arranged independently with the relevant instructor. Directed study is intended as a specially designed learning experience. The offering is expected to be related to the student's program of study and to the college's existing curriculum. It is not a substitute for cancelled classes. Pre: Consent of the instructor (1-3 credits lab)

EDUCATION (ED)

ED 110 INTRODUCTION TO TEACHING (3)
This course assists the prospective teacher in evaluating personal qualifications in light of the criteria for successful classroom teaching and helps the student make a well-informed decision for or against a career in teaching. Concurrent enrollment in ED 192 is required. Pre: A minimum TOEFL score of 450 (3 credits lec)

ED 120 SIGN LANGUAGE (3)
An introductory course that will begin with the awareness of the various Manual Communication Systems with emphasis on American Sign Language; finger spelling techniques; importance

of visual cues like body/facial expressions to convey information; acquisition of a sign vocabulary of 600-700 words; and allowing an individual to apply basic conversational skills in the American Sign Language in applicable situations. Pre: A minimum TOEFL score of 450 (3 credits lec)

ED 151 GAMES, RHYTHMS & MUSIC (2)
Methods in performing a variety of stimulating activities in games, movement and music that are developmentally appropriate physically, mentally and socially. Cognitive and creative developments are emphasized. Pre: A minimum TOEFL score of 450 (2 credits lec)

ED 192 PRACTICUM: OBSERVATION AND PARTICIPATION (1)
This course provides prospective teachers with the opportunity to observe children and/or youth by a gradual induction into the classroom prior to taking professional education course. It familiarized the student with responsibilities of a teacher, teaching materials and the general operation of the school. Students spend two hours per week in classrooms (regular or special) as observers under cooperative teachers. In weekly seminars where methods of observing, recording and assessing behavior are discussed, students share experiences. Concurrent enrollment in ED 110 is required. Pre: A minimum TOEFL score of 450 (1 credit lab)

ED 200 INTEGRATING TECHNOLOGY INTO TEACHING/LEARNING (3)
This course provides a clear understanding of how technology can enhance the teaching and learning process for both teachers and the students. The focus will be on assisting participants to successfully incorporate common application software, Internet services, and the Web into their teaching strategies and methods. Pre: CS 100 (2 credits lec, 1 credit lab) Formerly titled Web-Based Instruction

ED 201 HUMAN GROWTH AND DEVELOPMENT (3)
This course is a comprehensive study of growth and development that examines the intricacies of heredity and environment interacting with a

complex organism – the human being – over the passage of time. It is the blending of the physical, cognitive, and psychosocial facets that make up an individual and shape his/her destiny from conception through death. Pre: A minimum TOEFL score of 450 (3 credits lec)

ED 202 EARLY CHILDHOOD DEVELOPMENT (3)

This course deals with the interrelationship of physical, emotional, intellectual, and social growth as well as problems common to early childhood. Pre: ED 201 (3 credits lec) Formerly numbered ED 231

ED 204 TEACHING/LEARNING IN PRE-K TO GRADE ONE (3)

This course explores cultural and modern theories of teaching and learning. Connections of these theories as they apply to “first step” out of home to school settings will be examined and discussed. The course will also cover topics such as: learning environment for young children, child growth and development, language, and cognitive and creative development. Pre: ED 110, 192 and 202 (3 credits lec)

ED 205 TEACHING/LEARNING IN THE ELEMENTARY CLASSROOM (3)

This course explores cultural and modern theories of teaching and learning. It focuses on the connection of these theories to classroom practices as they relate to children of varying abilities. Among the topics to be discussed are: the fundamental purpose of elementary education, classroom management, performance assessment, learning expectations and teaching modes. Teacher-student relationships are observed and discussed. Pre: ED 110, 192, and 201 (3 credits lec)

ED 206 TEACHING/LEARNING IN THE SECONDARY CLASSROOM (3)

This course explores cultural and modern theories of teaching/learning in the secondary classroom. It focuses on the connections of these theories to classroom practices as they relate to students of varying abilities from early to late adolescence. Among the topics are: the teacher’s diverse roles in the secondary classroom, effective classroom organization, classroom management, planning and conducting lessons, managing cooperative

learning groups, and maintaining appropriate student behaviors. Teacher-student relationships are observed and discussed. Pre: ED 110, 192 and 201 (3 credits lec)

ED 215 EXCEPTIONAL INDIVIDUALS (3)

This course investigates exceptionalities, including gifted as well as disabling conditions. It focuses on types of exceptionalities, etiologic factors, dynamics and the social and psychological as well as legal implications on teachers and families, and the social environment. Pre: ED 201 (3 credits lec.)

ED 219 TEACHING THE DISABLED/SPECIAL STUDENTS (3)

This course is designed to give information about learning disabilities, a variety of disabling conditions which impair learning styles and methods to teach the disabled/special students, testing and assessing, and adaptation of materials and the learning environment. Pre: ED 110, 192 and 215 (3 credits lec)

ED 240 ADMINISTRATION IN EARLY CHILDHOOD (3)

A study of the administration and organization of early childhood programs, program and staff development, leadership styles and evaluation, time management, problem-solving and communication skills, advocacy skills, budget principles, and the use of community resources. Pre: A minimum TOEFL score of 450 (3 credits lec)

ED 245 READING IN CONTENT AREAS (3)

This course provides preservice and inservice teachers practical and effective ways to facilitate reading in the content areas to help students develop enthusiasm and improve comprehension in their reading/learning experience. Pre: EN 92 or Reading level of 8th grade or better and ED 110, ED 192 and ED 201 (3 credits lec)

ED 251 LESSON PLANNING/MATERIALS DEVELOPMENT (3)

This course is designed to provide knowledge and skills in writing lesson plans with behaviorally stated terminal and short term objectives to meet the needs of regular, gifted and disabled students. Teaching strategies and evaluation procedures will

also be emphasized. In addition, students will learn to develop activity worksheets and learn to develop or adapt materials to match lesson plans. Pre: ED 110, 192 and (depending on major) ED 204 or ED 205, or ED 206 or ED 215 (3 credits lec) Formerly titled Instructional Materials Development

ED 252 CURRICULUM DEVELOPMENT (3)

This course is designed to provide knowledge and skills for developing and evaluating curriculum as well as materials and activities to meet the needs of regular, gifted and students with various disabilities. Pre: SS 119 (3 credits lec)

ED 253 DIAGNOSIS AND ASSESSMENT IN EDUCATION (3)

This course is a study of the basic diagnostic process in the assessment of intellectual capacity, educability, behavioral and emotional characteristics, and academic achievement. Students will be required to administer, score, and interpret selected instruments and to compile a diagnostic write-up. An overview of curriculum, methods, materials, laws, and regulations is also given. Integration of special students into mainstream education is also discussed. Pre: ED 110, ED 192, ED 215, and depending on the student's major, ED 204, ED 205, ED 206 or ED 219 (3 credits lec) Formerly ED269 Diagnosis and Assessment in Special Education

ED 280 MULTICULTURAL EDUCATION (3)

This course is designed to introduce interested students and pre-service and in-service educators to the major concepts, principles, theories, and practices in multicultural education. It studies the definition, goals, and underlying concepts of multicultural education, with a portion of the class devoted to the exploration of the relationship of these concepts to Palauan and Micronesian cultures. Pre: A minimum TOEFL score of 450. (3 credits lec.) Formerly titled Bilingual/Multicultural Education

ED 290 STUDENT TEACHING - EARLY CHILDHOOD (4)

This course provides student teachers with supervised and practical teaching experience in the classroom. Regular observation, counseling and

evaluation are provided by the Cooperative Teachers (CTs) and course instructor. Individual/group conferences with CTs and instructor are required. Student teachers must be present at the assigned school for the entire school day. Must abide by the rules and regulations of the school. Pre: Overall GPA of 2.5; at least 2.0 GPA in program courses; and Advisor's Consent (4 credits lab) Formerly titled Internship – Early Childhood

ED 291 STUDENT TEACHING - SPECIAL EDUCATION (4)

Same as ED 290 Formerly titled Internship – Special Education

ED 292 STUDENT TEACHING – ELEMENTARY EDUCATION (4)

Same as ED 290 Formerly titled Internship – Elementary Education

ED 293 STUDENT TEACHING - SECONDARY EDUCATION (4)

Same as ED 290 Formerly titled Internship – Secondary Education

ENGLISH (EN)

EN 70 CONVERSATIONAL ENGLISH I (3)

This course is primarily designed for students who do not have the English listening and speaking skills to enter a developmental reading or writing course. The course concentrates on listening comprehension and conversational skills. Emphasis is placed on vocabulary building and situational survival skills. Pre: None. (2 credits lec, 1 credit lab)

EN 71 CONVERSATIONAL ENGLISH II (3)

This course is a continuation of EN 70 designed for students who do not have the English listening and speaking skills to enter a developmental reading or writing course. The course concentrates on listening comprehension and conversational skills. Emphasis is placed on vocabulary building and situational survival skills. Pre: EN 70 or Instructor's consent. (2 credits lec, 1 credit lab)

EN 90 BASIC READING SKILLS I (3)

This course is designed for students reading below the fifth grade level. The focus of this course is reading comprehension and the developmental of the abilities that will nurture successful study. Course work will involve the students in: 1) discerning the impact of background knowledge on comprehension; 2) identifying new words and building a larger vocabulary base; 3) ascertaining the key elements of reading selections; 4) formulating questions about the selection; 5) anticipating text and predicting outcomes; 6) visualizing; 7) paraphrasing; and 8) summarizing. The students will learn to read by reading for meaning, for a purpose, for study in the content areas, and for enjoyment. Reading selections will include, but are not limited to short stories, essays, poems, and a short novel. Pre: Reading level below 5th grade. (3 credits lec) [addendum](#)

EN 91 DEVELOPMENTAL ENGLISH I (3)

Through the use of literacy activities, students will develop and enhance skills in vocabulary, listening, discussing, reading, critical thinking, and especially writing. Composition as a means to communicate ideas and information will be the emphasis of this course. This will include developing and organizing the narrative paragraph using the writing process: prewriting, drafting, revising, and editing. Pre: Placement Test. (3 credits lec)

EN 92 BASIC READING SKILLS II (3)

This course is designed for students reading at the fifth through seventh grade levels; it is an extension of EN 90. The focus of this course is reading comprehension and the development of the abilities that will nurture successful study. Coursework will involve the students in: 1) discerning the impact of background knowledge on comprehension; 2) identifying new words and building a larger vocabulary base; 3) ascertaining the key elements of reading selections; 4) formulating questions about the selection; 5) anticipating text and predicting outcomes; 6) visualizing; 7) paraphrasing; and 8) summarizing. The students will learn to read by reading for meaning, for a purpose, for study in the content areas, and for enjoyment. Reading selections will include, but are not limited to short stories, essays,

poems, and a sort novel. Pre: Reading level 5th to 7th grade or EN 90. (3 credits lec) [addendum](#)

EN 93 DEVELOPMENTAL ENGLISH II (3)

EN 93 is a continuation of EN 91. Through the use of literacy activities, students will develop and enhance skills in vocabulary, listening, discussing, reading, critical thinking, and especially writing. Composition as a means to communicate ideas and information will be the emphasis of this course. This will include developing and organizing the narrative and descriptive paragraphs using the writing process: prewriting, drafting, revising, and editing. Pre: Placement Test or EN 91. (3 credits lec)

EN 95 DEVELOPMENTAL ENGLISH III (3)

EN 95 is a continuation of EN 93. Through the use of literacy activities, students will develop and enhance skills in vocabulary, listening, discussing, reading, critical thinking, and especially writing. Composition as a means to communicate ideas and information will be the emphasis of this course. Students will review the narrative and descriptive paragraphs. They will also develop and organize expository paragraphs using the writing process: prewriting, drafting, revising, and editing. Pre: Placement Test or EN 93. (3 credits lec)

EN 109 COLLEGE READING (3)

This course is designed for students to improve their college and adult level reading skills. The emphasis of the course will be on critical reading comprehension with work in both literal and affective comprehension. Areas of focus will include reading for meaning recognizing facts and opinions, and making correct inferences. Pre: Reading level 8th grade or higher or EN 92 (3 credits lec) Formerly EN 149 College Preparatory Reading

EN 112 FRESHMAN COMPOSITION (3)

This course focuses on the development of a multiple paragraph essay following common patterns of exposition. The primary emphasis is on a strong thesis statement, appropriate organization and support. Editing skills will also be enhanced. Pre: Placement Test or EN 95 Formerly EN 120 Expository Writing. (3 credits lec)

EN 114 ADVANCED COMPOSITION (3)

This course provides practice in skills needed for both academic and research writing. Through critical reading selections, students are taught methods of generating, supporting, and organizing ideas, collecting and analyzing primary and secondary evidence, and paraphrasing, summarizing, and quoting. Proper format, documentation and editing skills are also enhanced. Pre: Grade of B or better in both EN 112 and EN 109 (3 credits lec) Formerly EN 159 Freshman Composition

EN 189 ELEMENTS OF LITERATURE (3)

This course introduces students to techniques of three genres of imaginative literature: fiction, poetry, and drama. Through recognition of these elements of the literary form, the student will develop critical standards for judging literal works. Pre: grade of B or better in EN 112 and a reading level of 8th grade or higher. (3 credits lec)

EN 200 BASIC ENGLISH GRAMMAR & USAGE FOR TEACHERS (3)

This course is designed to provide teachers with knowledge and skills needed to teach English grammar effectively. The course provides teachers with fundamentals of basic English grammar as well as a variety of ideas to adapt to their teaching situations. Teachers' abilities to transfer grammar concepts to students will be developed. Pre: EN 95. (3 credits lec)

[addendum](#)

EN 219 RESEARCH METHODS/FIELD ETHNOGRAPHY (3)

This course introduces students to the study of oral history. Research methods, in and out of the field, will be explored. Students will be expected to conduct interviews, write field notes and process ethnographic material. Field activities as well as documentation will be required. Pre: EN 114. (2 credits lec, 1 credit lab)

ELECTRICITY (ET)**ET 110 GENERAL ELECTRICITY FOR NON-MAJORS (3)**

This course covers safety in the use of power tools, identification of electrical circuits and devices, application of power, test procedures, and

safe wiring methods. Pre: None (2 credits lec, 1 credit lab)

ET 111 AC/DC ELECTRICITY (4)

This course introduces fundamental concepts and computations related to AC/DC electricity. Emphasis is placed on construction, verification, and analysis of AC/DC circuits and components; operation of test equipment and other related topics. Appropriate CAI will be used. Pre: None (3 credits lec, 1 credit lab)

ET 112 BASIC WIRING (3)

This course covers theory and application of electrical fundamentals to actual residential wiring. It involves common electrical devices, sizing and routing of circuits of single phase services. It also includes personal and shop safety precautions, use of tools and techniques for various types of installations. Appropriate CAI will be used. Pre: None (1 credit lec, 2 credits lab)

ET 113 NATIONAL ELECTRIC CODE/ CALCULATION (3)

This course covers the use of current national electric code. Topics include NEC history, wiring methods, over current protection, materials, branch circuits, feeder, and service calculations. Students should be able to effectively use NEC and appropriate code sections to size wire, conduit, and over current devices for branch circuits, feeders, and service. Appropriate CAI will be used. Pre: None (2 credits lec, 1 credit lab)

[addendum](#)

ET 122 RESIDENTIAL WIRING (4)

This course covers practical experience in wiring, installing, and connecting the various types of branch circuits and services for lighting, heating, and power installations. Appropriate CAI will be used. Pre: ET 112 (1 credit lec, 3 credits lab)

[addendum](#)

ET 123 MOTORS AND CONTROLS (3)

This course covers the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors and other control devices. Upon completion, students should be able to select, connect and troubleshoot motors and control circuits. Appropriate CAI will be used. Pre: ET 112 (2 credits lec, 1 credit lab)

**ET 211 INDUSTRIAL/COMMERCIAL
WIRING (4)**

This course covers wiring the commercial building plan and specification, electrical service entrance type, reading electrical drawing, branch circuit requirements and conductor size, low voltage, remote control, lighting switch control, branch circuit, installation, appliance circuit, cooling systems, types of lamps, emergency power systems, over current protection, panel board selection and installation, and maintenance. Pre: ET 122 (3 credits lec, 1 credit lab)

**ET 212 ELECTRICAL MANAGEMENT &
MAINTENANCE (4)**

This course introduces the theory of maintenance and skills necessary to maintain electrical equipment found in industrial and commercial facilities. Topics include maintenance theories, predictive and preventive maintenance, electrical equipment operation, and maintenance and maintenance documentation. Appropriate CAI will be used. Pre: ET 123 (3 credits lec, 1 credit lab)

ET 213 ELECTRICAL ESTIMATING (3)

This course covers preparation of accurate, competitive electrical estimates for building trades. Topics include take-off procedure using electrical, mechanical, and architectural prints, lighting design, labor and material cost, evaluation techniques and specifications. Appropriate CAI will be used. Pre: BP 116 and ET 122 (2 credits lec, 1 credit lab)

ET 222 INTERNSHIP (4)

This course is designed to provide students practical experience in the field of electricity. Individual students in the program will be placed in a private or public firm in Palau. The training agreement will be made between the employer, the student, and the college that will integrate the student's learning objectives into the training program to enhance the student's skills. Pre: Advisor's Consent (4 credits lab)

GENERAL ELECTRONICS (GE)**GE 113 COMPUTER OPERATING
SYSTEMS (3)**

This course is designed to provide the students with the knowledge and skills required in the manipulation of the computer system. It covers basic hardware set up, maintenance and installations of different types of operating system software and application software in the general electronics technology courses. Pre: None (2 credits lec, 1 credit lab)

GE 114 BASIC ELECTRONICS (3)

This course teaches the students about electrical quantities, laws and theorems that govern DC and AC electronic circuits. It also deals with basic electronic components, their circuit applications and how to test them using the multi-meter. Pre: None (2 credits lec, 1 credit lab)

**GE 115 ELECTRONIC TOOLS, TEST
INSTRUMENTS AND
MEASUREMENTS (3)**

This course is designed to train students to acquire knowledge and skills in the use of electronic hand tools, applications of soldering and de-soldering techniques and the use of electronic instruments necessary in making electronic tests and measurements in various electronic circuits. It also requires the students to exercise laboratory safe practices. Pre: None (2 credits lec, 1 credit lab) Formerly titled Electronic Instruments and Measurements

**GE 124 ANALOG CIRCUITS AND
APPLICATIONS (3)**

This course is designed to familiarize students with the different electronic devices, analog circuits, techniques and their respective functions and applications. Such circuits are: voltage and current regulator, oscillator, linear and non-linear amplifiers and filter circuits. It includes test procedures and circuit connections for both passive and active devices. Pre: GE 114 & 115 (2 credits lec, 1 credit lab) Formerly titled Electronic Circuits and Applications

GE 125 DIGITAL CIRCUITS AND APPLICATIONS (3)

This course is designed to familiarize students with the different digital circuits, techniques and their respective functions and their applications. Such circuits are: arithmetic logic unit, comparator, decoder and encoder circuits, multiplexer and demultiplexer circuits, digital counters, registers and memory circuits. It includes test procedures and circuit connections of logic gates and digital circuits. Pre: GE 114 and GE 115 (2 credits lec, 1 credit lab) Formerly titled Digital Control Applications

GE 126 PRINCIPLES OF ELECTRONIC COMMUNICATION SYSTEMS (3)

This course is designed to provide students a comprehensive understanding on the principles of electronic communication systems. It covers construction and troubleshooting of AM/FM radio receivers, audio-video modulator transmitter circuit and some experiments in telephone system and local-area networking. Pre: GE 113, GE 114 and GE 115. (2 credits lec, 1 credit lab) Formerly titled AM & FM Radio Receivers

GE 127 INDUSTRIAL ELECTRONIC DEVICES, CIRCUITS AND APPLICATIONS (3)

This course is designed to provide the students with the knowledge and skills required as electronic industrial technicians in various manufacturing companies. It deals with testing wirings and installations of field control devices, analysis and troubleshooting of control circuits. Pre: GE 124 & GE 125. (2 credits lec, 1 credit lab) Formerly titled Industrial Electronics

GE 214 AUDIO EQUIPMENT SERVICE AND REPAIR (3)

This course is designed to provide the students with the knowledge and skills in operating, installing, and servicing various audio equipments, circuits and devices used in sound systems.. It includes set-up, alignment and adjustment of mechanical and electrical parts, and troubleshooting of various audio equipments. Pre: GE 124 & GE 125 (2 credits lec, 1 credit lab) Formerly titled Audio Equipment Servicing

GE 215 TELEVISION SERVICE AND REPAIR (3)

This course is designed to train students in servicing and repairing television receivers. It also includes practical applications and utilization of various test equipment necessary in circuit analysis and troubleshooting. Pre: GE 124 & GE 125. (2 credits lec, 1 credit lab)

GE 216 MICROCONTROLLER (3)

This course is designed to provide students with the knowledge and skills to diagnose, repair and operate a microcontroller devices and equipments employed in various industrial applications. It includes programming, wiring, and interfacing for different I/O circuits and devices. Pre: GE 125 & GE 127. (2 credits lec, 1 credit lab) Formerly titled Microprocessor Technology

GE 217 INDUSTRIAL CONTROL TECHNOLOGY (3)

This course covers analysis and applications of various industrial control devices, systems, and advance equipments industrial technology. It includes advance microcontroller programming and interfacing, PLV operations, programming and applications, and basic robotic constructions and operations. Pre: GE 125 & GE 127 (2 credits lec, 1 credit lab)

GE 222 VIDEO SYSTEMS REPAIR AND MAINTENANCE (3)

This course is designed to provide students with knowledge and skills required in dealing with other video equipments, such as: video cassette recorder/player, 8mm cam coder and VCD/DVD video disk recorder and player. It covers the analysis of functional blocks, hook-up, electrical and mechanical alignments, disassembly and assembly procedures, replacements of parts and troubleshooting techniques. Pre: GE 214 & 215 (2 credits lec, 1 credit lab)

GE 223 PC ASSEMBLY, MAINTENANCE AND REPAIR (3)

This course is designed to provide the students with knowledge and skills required in PC assembly, upgrading, repair and maintenance. It includes software maintenance, providing backup files, systems troubleshooting and repair, and

concepts of Local Area Network. Pre: GE 113 & GE 115. (2 credits lec, 1 credit lab)

GE 225 INTERNSHIP (4)

This course provides the student with practical training in electronic works. With the assistance of an instructor/coordinator, the student is assigned to work under a supervisor in a governmental department or a private business firm in order to learn through actual work experience. Pre: Advisor's Consent (4 credits lab)

HISTORY (HI)

[addendum](#)

HI 159 WORLD CIVILIZATION I (3)

A study of the political, social, economic, religious, intellectual and artistic trends in world civilization from the prehistoric period to 1800. Pre: Minimum TOEFL score of 450 (3 credits lec)

HI 169 WORLD CIVILIZATION II (3)

A study of political, social, religious, intellectual and artistic trends in world civilization from 1800 to the present. Pre: Minimum TOEFL score of 450. (3 credits lec)

HI 179 HISTORY OF MICRONESIA (3)

This course emphasizes the pre-colonial period of Micronesian history from Magellan's discovery of Guam in 1521 to the beginning of German rule in 1885. The Colonial Period, 1885-1980, is briefly surveyed. Pre: Minimum TOEFL score of 450 (3 credits lec) [addendum](#)

HI 189 PALAUAN HISTORY & CULTURE (3)

The course covers salient events with emphasis on the history and evolution of Palauan culture from 1200 CE to the present. Pre: Minimum TOEFL Score of 450 (3 credits lec). Formerly PW 205 Palauan History and Culture

[addendum](#)

**HI 259 AMERICAN HISTORY:
POST CIVIL WAR TO PRESENT (3)**

A study of the political, social, economic, religious, intellectual and development trends in the United States directly after the Civil War to the present: Pre: Minimum TOEFL score of 450 (3 credits lec).

HEALTH AND PHYSICAL EDUCATION (HP)

HP 104 CONDITIONING & FITNESS (1)

Designed to develop strength, endurance, flexibility and coordination. It also prepares future teachers to develop/adapt and present activities to meet the needs of all students including those with disabilities. Safety will be addressed. It will also cover basics of the following: anatomy and physiology; bio-mechanics; growth and

development; sports psychology; nutrition; injuries and first aid. Pre: None (1 credit lab)

**HP 180 PERSONAL AND SOCIAL
HEALTH (3)**

This course investigates significant physical and social health issues as related to the individual in a society. Emphasis is on personal image, personal and community hygiene, social diseases, family planning and narcotics, including alcohol, smoking, and the use of drugs. Pre: EN 92 (3 credits lec)

HP 181 FIRST AID/CPR (2)

This course covers basic instructions in principles and skills essential to the individual for the care of emergencies in the home and community. Pre: EN 92 (2 credits lec)

HP 185 BASIC NUTRITION (3)

This course covers instruction in the principles of nutrition as related to good health. Emphasis will be on cultural and social influences on nutritional intake, nutrient requirements of a healthy individual and food sources. Functions of specific nutrients and problems caused by deficiencies of these nutrients will be covered as well as nutritional requirements and food needs during infancy, early childhood and adolescence. Nutritional requirements and food needs for women of child bearing years during pregnancy and lactation as well as nutritional requirements and food needs for the elderly will also be discussed. Pre: EN 92 (3 credits lec.)

INFORMATION TECHNOLOGY (IT)**IT 105 PC OFFICE APPLICATIONS (3)**

This course provides software skills used in business-related applications. It will provide advanced word processing and spreadsheets and introduce database and presentation software. Pre: CS 100 and EN 93 (2 credits lec, 1 credit lab)

IT 110 INTRODUCTION TO PROGRAMMING (3)

This course introduces microcomputer programming, including problem solving procedures, flowcharts and program designs, debugging, and program documentation. Pre: MA 105 and EN 95 (2 credits lec, 1 credit lab)

IT 115 OPERATING SYSTEMS AND NETWORKS (3)

This course examines the role of Telecommunications, networks, and operating systems in management information systems. Strategies, tools, and techniques for network planning, implementation, management, maintenance, and security will be explored. Different types of networks including local area networks (LANs), wide area networks (WANs), metropolitan area networks (MANs), and enterprise-wide networks will be examined. Pre: IT 105, IT 110 and EN 112 (3 credits lec)

IT 120 DATABASE MANAGEMENT SYSTEMS (3)

This course introduces the file management and data structures involved in the design, implementation, and use of a database management system. Topics include file organization, data structures, program development, and security of data in creating maintaining, and accessing a database. Pre: IT 105 and IT 110 (3 credits lec)

IT 125 VISUAL BASIC PROGRAMMING I (3)

This course utilizes Visual Basic to introduce program development for business applications. It will emphasize structured programming principles, including internal and external program documentation. Implementation of objects and event driven code will also be emphasized. Pre: IT 105 and IT 110 (2 credits lec, 1 credit lab)

IT 200 INTERMEDIATE PC OFFICE APPLICATIONS (3)

This course provides advanced software skills used in business-related applications. Continuing with the concepts and skills from IT 105, it provides advanced functions and applications in word processing, spreadsheets, and database management systems. Pre: IT 105 (2 credits lec, 1 credit lab)

IT 205 VISUAL BASIC PROGRAMMING II (3)

This course continues with Visual Basic programming to write programs in a windows environment. It emphasizes programming custom user interfaces with menus and dialogue boxes, and explores object-oriented fundamentals and event-driven programming concepts, including work with object linking and embedding (OLE) and creation of an engine for database access. Pre: IT 120, IT 125, and EN 112 (2 credits lec, 1 credit lab)

IT 210 MS APPLICATIONS USING VISUAL BASIC (3)

This course covers how to write custom programs that link with other software. Topics include linking to other Windows applications, manipulating databases, and handling run-time errors. Pre: IT 205 (2 credits lec, 1 credit lab)

IT 215 WEB MANAGEMENT AND DESIGN (3)

This course provides the tools and knowledge necessary to design and manage a World Wide Web site. Students will learn how to use a text editor to create content for the World Wide Web using Hypertext Markup Language (HTML) and build a fully functional Web. Pre: IT 205 (2 credits lec, 1 credit lab)

IT 220 TROUBLESHOOTING MICROCOMPUTER SYSTEMS (3)

This course covers hardware and software troubleshooting. It emphasizes the use of diagnostic utilities, information backup, basic equipment servicing, hardware repairs and upgrades as well as software upgrades, and implementation of new technology. Pre: IT 115 (2 credits lec, 1 credit lab)

IT 225 NETWORK ADMINISTRATION (3)
 This course provides the skills needed to manage a local area network. Topics include management of hardware and software for a network. This includes setting up users, directories, and security. Other topics include network system management, performance optimization, remote management, protocol support, and network maintenance. Pre: IT 220 (2 credits lec, 1 credit lab) [addendum](#)

JAPANESE (JP)

JP 109 CONVERSATIONAL JAPANESE I (3)
 This fundamental course in the Japanese language enables the students to understand basic vocabulary and simple sentence structure. The student will practice acceptable pronunciation and will learn common phrases used in everyday social and commercial contacts. Pre: None (2 credits lec, 1 credit lab)

JP 119 CONVERSATIONAL JAPANESE II (3)
 This is a continuation of Conversational Japanese I. Instruction includes expansion of vocabulary and sentence structures used in everyday conversation and intensive practice in pronunciation, listening, comprehension, and speaking to enable students to carry on coherent, simple conversations in Japanese. Katakana and Hiragana will be introduced. Pre: JP 109 or Placement test (2 credits lec, 1 credit lab)

JP 209 ADVANCED JAPANESE I (3)
 This is a continuation of Conversational Japanese II. In this course students will learn to speak practical Japanese. In addition, this course will expose students to Japanese culture, people and their way of thinking. Katakana and Hiragana. Will continue to be practiced and some simple Kanji will be introduced as well. Pre: JP 119 (2 credits lec, 1 credit lab)

JP 219 ADVANCED JAPANESE II (3)
 This is a continuation of Advanced Japanese I. In this course, students will learn to speak more practical Japanese. In addition, this course will continue to expose the students to Japanese culture, people and their way of thinking. The course will also provide a deeper understanding of Japan. Reading and writing in Katakana and Hiragana will continue to be practiced and more

Kanji will be introduced. Pre: JP 209 (2 credits lec, 1 credit lab)

LIBRARY AND INFORMATION SERVICES (LS)

LS 102 INTRODUCTION TO LIBRARY ORGANIZATION (3)

Students will acquire an overview of library services, including an introduction to basic terminology and tasks of librarianship that will enable them to set up and maintain a school library using standard library practices that will be readily incorporated into a library of the future. Pre: None (3 credits lec) [addendum](#)

LS 105 INTRODUCTION TO INFORMATION RESOURCES (3)

This course will cover an overview of different types of information resources. It will focus on the content and type of information or data in each resource, and applications for the use of that information. The course will cover print resources, such as newspapers and periodicals, dictionaries, encyclopedias, reference books, fiction and nonfiction. It will also cover electronic resources, including databases, CD-ROMs, and the Internet. Pre: None (3 credits lec) [addendum](#)

LS 110 RESEARCH METHODS AND REFERENCE ASSISTANCE (3)

This course will provide an introduction to research, including selection of resources, search methods, and evaluation of information sources. Students will receive hands on instruction in providing research and reference assistance. A reference desk practicum will be required. Pre: LS 102, LS 105, EN 109, and CS 100 (3 credits lec)

LS 115 MICRONESIA-PACIFIC INFORMATION RESOURCES (2)

This course will outline a wide variety of resources that provide information specifically about Pacific Islands and Pacific Islands issues, with special emphasis on Palau and Micronesia. This course will also cover information resources found in Palau libraries, information centers, archives, and museums. Pre: LS 105 (2 credits lec)

LS 120 LIBRARY MEDIA TECHNOLOGIES (2)

This course will offer an overview of the use and function of technology media in libraries and information settings. This will include computers, the internet, databases, CD-ROMs, and audiovisual equipment. Pre: LS 102 and IT 105 (2 credits lec) [addendum](#)

LS 125 BOOK REPAIR AND PRESERVATION OF MATERIALS (2)

This course will cover book repair and strategies for preserving print materials. Students will also learn how to manage library facilities to prevent damage to library resources, how to evaluate materials for repair, and archival strategies for information centers. This course will cover preservation of printed materials as well as technology-based material, such as videos, audio recordings, microfiche, and electronic resources. Pre: LS 102 and LS 105 (2 credits lec)

LS 202 MATERIALS SELECTION AND CATALOGING (3)

This course will give a working knowledge of and practical applications of library acquisition procedures and cataloging. Included in the course will be AACR2 cataloging standards, the Dewey decimal classification system (using Abridged Dewey), subject headings (using Sears List of Subject Headings), and types of library catalogs. Pre: LS 102, LS 105 and IT 105 (3 credits lec)

[addendum](#)

LS 205 LIBRARY SERVICES PROGRAMMING (3)

This course introduces the purpose and use of programs, such as training sessions and workshops, in information centers. The course covers planning, design, and marketing of library services and programs. Pre: LS 110 and EN 112 (3 credits lec) [addendum](#)

[addendum](#)

LS 215 MANAGEMENT OF LIBRARIES AND INFORMATION CENTERS (3)

Topics include supervision of staff, managing budgets, reports and progress evaluation, public relations and promotion of information services, technology planning, collection development, space planning, and reporting to boards and governing bodies. Pre: LS 205, EN 114, and IT 105 (3 credits lec)

LS 220 FUNDING SOURCES FOR LIBRARIES (3)

Topics include funding sources and types of grants and training assistance for libraries and information technology projects. Students will learn to research funding opportunities, design programs, and write funding proposals. Pre: LS 205, EN 114 and IT 105 (3 credits lec)

LS 225 INTERNSHIP (4)

This course provides the student with practical training in the library/information technology field. With the assistance of an instructor-coordinator, the student is assigned to work under a supervisor in a public or school library in order to learn the actual work experience. Pre: Advisor's Consent (4 credits lab)

MATHEMATICS (MA)**MA 90 BASIC MATHEMATICS (3)**

Basic mathematics covers whole numbers, fractions, decimals, ratio and proportion, percent, positive and negative numbers, roots of numbers, measurements in the English and metric systems, and an introduction to algebra. Pre: None (3 credits lec) [addendum](#)

MA 95 BASIC ALGEBRA (3)

This course covers the arithmetic of signed numbers, order of operations, algebraic expressions, solutions of linear equations and inequalities, rules of exponents, addition and subtraction of polynomials, multiplication and division of polynomials, factoring, solution of quadratic equations, proportion, rational expressions, fractional equations, graphing linear equations, and solution of system of equations and inequalities. Pre: MA 90 (3 credits lec)

MA 100 TECHNICAL MATHEMATICS (3)

This course is designed to fulfill the mathematical needs of students in various vocational fields. It covers lengths, areas, volumes, systems of measurements, ratio and proportion, power and energy, and mathematical applications in construction and manufacturing. Pre: MA 95 (3 credits lec). Formerly numbered MA 110 [addendum](#)

MA 101 MATH FOR MECHANICS (3)

This is a course designed to improve skills, understanding and application of concepts using practical problems relating to the following topics: fractions, decimals, percentages, measurement, metric system, vernier caliper, micrometer caliper, and dial indicator as they are applied to automotive and small engine trade. Pre: MA 90 (2 credits lec, 1 credit lab) [addendum](#)

MA 105 INTERMEDIATE ALGEBRA (3)

This course covers linear equations and inequalities, factoring, rational expressions, fractional equations, division of polynomials, system of equations and inequalities, graphs of linear equations and nonlinear functions, equation of lines, variation, radical expressions and equations, complex numbers, quadratic equations and nonlinear inequalities, composition and inverses of functions, and exponential and logarithmic functions. A graphing calculator laboratory will be used to reinforce and clarify the algebraic techniques and concepts. Pre: MA 95 (3 credits lec). Formerly numbered MA 100

MA 110 SURVEY OF MATHEMATICS (3)

This course is designed for liberal arts students. It gives an overview of what mathematics is really like by exploring various mathematical concepts. Topics include the history of numbers, problem solving, logical thinking, sets and counting, probability, statistics, geometry, algebra, and trigonometry. Pre: MA 105 (3 credits lec) Formerly numbered MA 200, MA 110 was formerly titled Technical Mathematics [addendum](#)

MA 111 COLLEGE ALGEBRA (3)

This course is the first part of the algebra and trigonometry precalculus sequence. This course covers algebraic functions including graphs of functions, algebraic operation and composition of functions, exponential and logarithmic functions, and inverse functions. It also covers the remainder and factor theorems, division of polynomials, rational and irrational roots of polynomials, linear and nonlinear system of equations, and matrix algebra. A graphing calculator will be used to reinforce and clarify the algebraic concepts. Pre: MA 105 (3 credits lec). Formerly numbered MA 119

MA 112 TRIGONOMETRY (3)

This course is the second part of the algebra and trigonometry precalculus sequence. It covers the trigonometric functions and their values, trigonometric graphs, trigonometric identities and equations, inverse trigonometric functions, and applications of trigonometry. Selected topics from analytic geometry will also be explored. A graphic calculator will be used to reinforce and clarify the trigonometric concepts. Pre: MA 111 (3 credits lec) Formerly numbered MA 109

MA 121 ELEMENTARY STATISTICS (3)

This course is designed to acquaint students with methodologies and techniques for the collection, presentation, analysis, and interpretation of quantitative data. Topics include basic statistics, summarizing univariate data, correlation and regression for bivariate data, concepts of probability, probability distributions, sampling distributions, estimation, and hypothesis testing. Some uses of statistical software will be incorporated in this course. Pre: MA 105 (3 credits lec)

MA 211 MATHEMATICS FOR ELEMENTARY TEACHERS (3)

This course is intended for pre-service and in-service elementary school teachers. It covers the concepts, properties, and application of number systems including sets, whole numbers, number theory, integers, and rational numbers. It also covers concepts from geometry, statistics, and probability. Problem solving and the use of manipulatives will be used to explore the mathematical concepts. Pre: MA 105 and depending on the student's major, ED 205 or ED 219 (2 credits lec, 1 credit lab)

MASONRY (MS)**MS 101 BASIC MASONRY/CONCRETE WORK (3)**

This course covers measuring, basic plan reading, estimating, masonry tools, mortars, anchors and reinforcement, wall layout, spreading mortar and laying units and related masonry construction. Pre: None (1 credit lec, 2 credits lab.)

MS 110 SELECTION AND DESIGN OF CONCRETE MIXTURES (3)

This course covers the types of raw materials used in manufacturing cement and concrete, designing concrete mix, preparing and testing different concrete mix, job mixing concrete, tools for placing finishing flat concrete work and curing concrete. Pre: None (1 credit lec, 2 credits lab)

MUSIC (MU)**MU 100 CONCERT CHOIR (1)**

This course is designed to provide vocal instruction for students at all levels and according to his/her needs. Basic musicianship will be covered to a degree necessary for choral singing. The emphasis of the course is to acquaint the students with different styles of choral literature ranging from classical to Palauan music. The course will also provide opportunities for performance and to assist in realizing the student's full potential as a performer. Pre: None (1 credit lab)

MU 102 MUSIC FUNDAMENTALS (3)

Introduction to different types of music created by great musicians from the Middle Ages to the present. Emphasis will be on Western music but taught in parallelism with Palauan music. Pre: None. (3 credits lec) [addendum](#)

MU 106 MUSIC APPRECIATION (3)

Introduction to different types of music created by great musicians from the Middle Ages to the present. Emphasis will be on Western music but taught in parallelism with Palauan music. Pre: MU 102 or Instructor's Consent (3 credits lec)

[addendum](#)

MU 149 ELEMENTARY MUSIC (2)

An introductory course for students in early childhood, special education or elementary education. It covers musical concepts, skills (performing, analyzing, creating) and appreciation needed for teaching music in the classroom. Students will become familiar with music of various eras, styles and cultures as well as the importance of music in life. Pre: None (1 credit lec, 1 credit lab)

NURSING (NU)**NU 102 BASIC NURSING CONCEPTS (5)**

This course introduces the nursing process, concepts and skills for the nurse in caring for the adult client who requires minimal adaptation to meet needs resulting from altered states of wellness. Focuses on the needs of the elderly includes the following: safety, asepsis, communication, mental health and crises, nutrition, fluids, electrolytes, and elimination, pharmacology, body mechanics and mobility. Successful completion of Nursing Math Module is a requirement. Pre: Admission to Nursing Program (2 credits lec, 3 credits lab)

NU 103 CHILD HEALTH NURSING I (2) (Pediatrics I)

Focuses on the use of the nursing process to identify and meet the basic needs of children and their families with commonly occurring alterations in wellness. Emphasizes promotion of health, prevention of alterations in wellness and the impact of illness on the child and family. Pre: Admission to NU Program (1 credit lec, 1 credit lab)

NU 104 PHYSICAL ASSESSMENT (1)

This course is designed to provide the student of nursing with the knowledge and skills necessary to competently take a health history, perform a head-to-toe exam, accurately record the findings and report deviations from normal to the proper Health Care Provider. The findings provide the basis for planned health education. Pre: Advisor's consent (1 credit lec)

NU 105 PATIENT/FAMILY HEALTH ASSESSMENT (1)

This course is designed to present sound adult educational techniques to nursing students. It will equip students with skills required to teach patients and their families about their illness or condition so they can be involved in their own health maintenance. Pre: Advisor's consent (1 credit lec)

NU 106A NURSING TRENDS I (1)

This course focuses on nursing history in Micronesia and internationally. The role of the practical nurse is explored in relation to interdisciplinary cooperation, legal and ethical

issues and transition from student to practical nurse. Pre: Admission to Nursing Program & Advisor's consent (1 credit lec)

NU 106B NURSING TRENDS II (1)

This course focuses on legal and ethical issues and trends affecting contemporary and future health care. Emphasizes transition of role from student to registered nurse and from registered nurse to advanced and leadership positions in Nursing. Pre: NU 106A with at least a C grade (1 credit lec)

**NU 108 CHILD HEALTH NURSING II (2)
(Pediatrics II)**

This is the second course in Child Health Nursing. It presents to the student specific diseases and conditions requiring hospitalization, outpatient care, or home involvement. Emphasis is on interpersonal relationships with family members, a positive, yet gentle approach to the patient, developing skills in dealing with a grieving family, emergency intervention and procedures to follow for referral for care at a distant location. Pre: NU 103 with at least a C grade (1 credit lec, 1 credit lab) Formerly numbered NU 208

**NU 201 ADAPTATION TO ILLNESS I (4)
(Adult Health Nursing I)**

Focuses on the nursing process to assist clients in meeting goals related to psycho-social, metabolic, circulatory, respiratory, endocrine (diabetes), and neuro-sensory adaptations. Therapeutic communication is presented and practiced. Pre: NU 102 with at least a C grade (2 credits lec, 2 credits lab)

NU 202 FAMILY CENTERED NURSING (5)

Focuses on care of clients and their significant others in the prenatal clinics and during the labor, delivery and postpartum periods. Includes the nursing care of newborn infants. Pre: NU 102 with at least a C grade (2 credits lec, 3 credits lab)

**NU 203 ADAPTATION TO ILLNESS II (4)
(Adult Health Nursing II)**

Focuses on use of the nursing process to assist clients and their significant others with physical mobility, elimination, reproductive, fluid and electrolyte adaptations. Pre: NU 201 with at least a C grade. (2 credits lec, 2 credits lab)

**NU 204 ADAPTATION TO ILLNESS III (5)
(Adult Health Nursing III)**

This course focuses on the use of the nursing process to assist clients and their significant others who are dealing with pain, cancer, peripheral vascular disease (PVD), collagen diseases, disorders of the musculo-skeletal system, disorders of the blood and blood-forming organs and disorders of the genito-urinary system. Emphasis is placed on identifying actual or potential crises resulting from altered adaptation. Pre: NU 203 with at least a C grade (2 credits lec, 3 credits lab)

NU 205 MENTAL HEALTH NURSING (5)

Emphasis is on the nursing process to meet the psycho-social needs of a Culturally diverse population, the health-illness continuum, therapeutic communication and the development of therapeutic relationship with clients. This course also focuses on the use of the nursing process to implement therapeutic interventions according to the client's need to attain, maintain or improve adaptive coping. Learning experience will take place in the acute hospital and outpatient clinics. Pre: NU 201 with at least a C grade (2 credits lec, 3 credits lab)

NU 206 COMMUNITY HEALTH NURSING (5)

Emphasis is on primary health care interventions directed toward clients throughout the life span in a wide variety of settings. Course content includes health education, disease prevention, restorative care and interventions for groups. Clinical experiences will include preceptorships with community health nurses and medical personnel. Pre: NU 203 with at least a C grade (2 credits lec, 3 credits lab)

**NU 207 DECISION-MAKING AND
LEADERSHIP (3)**

Includes management of clients and their significant others using the nursing process; introduces leadership and management concepts; incorporates time management, decision-making and delegation skills in the care of a small group of clients. These concepts are applied in NU 206. Pre: NU 106B with at least a C grade (3 credits lec)

OFFICE ADMINISTRATION (OA)**OA 95 KEYBOARDING (2)**

This is a beginning course designed to develop mastery of the typewriter and computer keyboards by touch-type operation and thorough knowledge of correct typing and formatting techniques. It is designed for those who have not had any typing experience, or can type less than 30 words per minute. Pre: None (1 credit lec, 1 credit lab)

[addendum](#)

OA 112 FILING SYSTEMS AND RECORD MANAGEMENT (3)

This course covers basic indexing and filing rules, steps in correspondence filing, storage, and the use of equipment and supplies. Pre: None. (2 credits lec, 1 credit lab) [addendum](#)

OA 208 PERSONNEL SUPERVISION (3)

This course is an exploration of the nature and responsibilities of the supervisor as a leader. It presents principles in handling personnel as individuals and as groups with emphasis on interpersonal and technical skills employed in personnel supervision. Pre: Minimum TOEFL score of 450 (3 credits lec)

[addendum](#)

OA 211 BUSINESS COMMUNICATION (3)

This course is designed to achieve the following effective written communication in English for the transaction of business: development of general letter writing principles and techniques; and use of computer based technology to enhance communication. Practical experience is given in writing the basic types of letters used in business: routine, favorable, unfavorable, persuasive, special-purpose, form letters, memos, minutes, and other business correspondence. Pre: EN 95 and EN 92 (3 credits lec) [addendum](#)

OA 221 OFFICE PROCEDURES (3)

This course covers the general duties and responsibilities of an office worker as well as the knowledge and skills in an office. It places emphasis on administrative duties, communications, record management, word processing, computing, accounting, and data processing. Pre: Advisor's Consent (2 credits lec, 1 credit lab) [addendum](#)

OA 222 INTERNSHIP (4)

This course provides the student practical training in clerical and secretarial work. With the assistance of an instructor-coordinator, the student is assigned to work under a supervisor in a governmental department or a private business in order to learn through the actual work experience. Pre: Advisor's Consent (4 credits lab)

PHILOSOPHY (PH)**PH 169 INTRODUCTION TO PHILOSOPHY (3)**

This course covers the major areas of ethics, politics, religion, knowledge, and metaphysics through the study and discussion of works of some of the world's greatest thinkers such as Plato, Aristotle, Descartes, Hume, Kant, Spinoza, Kierkegaard, Hobbes, and Marx. Pre: Minimum TOEFL score of 450 (3 credits lec)

PH 249 GENERAL LOGIC (3)

This course is designed to acquaint the student with simple forms of logical reasoning and common types of fallacious thinking, and to help the student form habits of thought that will improve his/her understanding of the written and spoken word. Pre: Minimum TOEFL score of 450 (3 credits lec)

PLUMBING (PL)**PL 110 PLUMBING FOR NON-MAJORS (3)**

This course covers the technical specifications and material capabilities of the different pipe types and fittings, dimensions and uses of standard and special fittings. It also emphasizes shop safety and includes an introduction to basic plumbing materials and their uses. Pre: None (2 credits lec, 1 credit lab)

PL 214 RESIDENTIAL PLUMBING (3)

The course covers residential plumbing orientation, plumbing tools and materials, water systems, water valves, faucets and fixtures. Pre: BP 115 (2 credits lec, 1 credit lab)

PALAUAN (PW)**PW 101 CONVERSATIONAL PALAUAN (3)**

This basic course provides practice in Palauan conversation. It enables students to understand basic vocabulary and simple sentence structures, and to carry on a basic conversation. Students will practice acceptable pronunciation and will learn and apply common phrases in everyday social and commercial contacts. Pre: None (2 credits lec, 1 credit lab)

PW 219 ADVANCED PALAUAN GRAMMAR (3)

The purpose of this course is to teach Palauan orthography and grammar. These concepts will be taught through reading and writing exercises. It is designed for students with insufficient knowledge of the language's orthography and grammar. Pre: BL 101 or fluency in Palauan (3 credits lec.)

RELIGION (RE)**RE 169 INTRODUCTION TO WORLD'S MAJOR RELIGIONS (3)**

This course introduces the students to the world's major religions including Hinduism, Buddhism, Shintoism, Confucianism, Taoism, Judaism, Islam and Christianity. Pre: Minimum TOEFL score of 450 (3 credits lec)

SCIENCE (SC)**SC 90 INTRODUCTION TO SCIENCE (3)**

This course is designed to provide students with a sound understanding of basic scientific principles and methods. Selected topics will be chosen from the following disciplines: physics, chemistry, biology, local ecology and earth science. Pre: None (2 credits lec, 1 credit lab)

SC 109 PRINCIPLES OF BIOLOGY I (4)

This is the first semester of a two semester course that covers cells and molecular biology, generics, evolution, and the origin and history of life on earth. Pre: SC 90 (3 credits lec, 1 credit lab)

SC 110 PRINCIPLES OF BIOLOGY II (4)

This is the second of a two-semester course that covers the classification, diversity, structure,

physiology, and ecology of living organisms. Pre: SC 109 (3 credits lec, 1 credit lab)

SC 119 INTRODUCTION TO PHYSICAL SCIENCE (4)

This course provides students with an introduction to the physical sciences beginning with physics and studies of measurement, motion, gravity, energy, electricity, and magnetism. Chemistry covers fundamentals of matter, atomic theory, and the periodic table. Earth Science includes geologic evolution of the planet, environmental geology and astronomy. Pre: SC 90 and MA 95 (3 credits lec, 1 credit lab)

SC 120 PHYSICAL GEOLOGY (4)

This course is intended to provide students with a sound understanding of the basic processes of geology. Topics include the origin, composition, and structure of the earth, internal processes and plate tectonics, weathering and soil, and surface processes. Pre: SC 119 (3 credits lec, 1 credit lab)

SC 159A ANATOMY AND PHYSIOLOGY (4)

This first section of Anatomy and Physiology course will cover the first three levels of organization of Anatomy and Physiology: (1) Molecules/Chemistry, (2) the Cell, and (3) Tissues. This course will focus on the fundamentals of organic and inorganic chemistry needed for nursing. The next cell level will focus on the organelles and functions of the cell. The tissue level will focus on the four main types of tissue in the body and their function. During laboratory the students will learn skills in chemistry, the use of equipment, and how to make up solutions of chemicals. To help visualize chemical concepts, the students will make models of sugars and DNA. Prepared slides of cells and tissues will be used to help the students understand microscopic anatomy by using the microscope. The last part of the lab will focus on the human skeleton. Students will know all the bones of the human body, how they articulate with each other and special features of each bone. Pre: SC 109 (3 credits lec, 1 credit lab)

SC 159B ANATOMY AND PHYSIOLOGY (4)

This course teaches students about reproductive biology and the eleven major organ systems of the body. During lecture charts, models and

demonstrations and laser discs will be used to help explain concepts. Students enter this course with a strong foundation on the organization levels of chemistry, cells and tissues. They examined cells and tissue sections and learned the skeletal system during their first semester. This course focuses on the organization levels of organs, organ systems and the organisms. This second semester course on anatomy and physiology builds upon information from the first semester course with emphasis on upper organization levels of the human body. During laboratory, students will dissect and identify all organ systems in both cat and fetal pig. Students learn skills in dissection, testing physiological functions and identifying specific tissue types for each system. These skills directly apply to their work as nurses. Pre: SC 159A (3 credits lec, 1 credit lab)

SC 160 GENERAL CHEMISTRY I (4)

This course will provide the beginning student with an adequate foundation in the fundamentals of chemistry and prepare them for SC 161 II. Topics include the structure and nature of atoms, chemical reactions and stoichiometry, gases, solutions, acids, bases, salts, oxidation and reduction reactions. Pre: SC 119 and MA 105 (3 credits lec, 1 credit lab)

SC 161 General Chemistry II (4)

This course is a rigorous introduction to the principles and applications of chemistry. Topics include structure of atoms and molecules, chemical stoichiometry, descriptive inorganic chemistry and the periodic table, properties of gases, liquids, and solutions, elementary thermodynamics, kinetics, and equilibrium, and chemical bonding and molecular structure. Pre: SC 160 (3 credits lec, 1 credit lab)

SC 170 MARINE BIOLOGY (4)

This course covers a study of the classification, structure, physiology, and ecology of marine organisms. Pre: SC 109 (3 credits lec, 1 credit lab)

SC 201 OCEANOGRAPHY (4)

This course covers the geological, chemical, physical, and biological aspects of the ocean, structure, features and formation of ocean basins,

properties of seawater, ocean circulation, waves, and tides, and biology and ecology of marine organisms. Pre: SC 120 and SC 160 (3 credits lec, 1 credit lab)

SC 209 MICROBIOLOGY (4)

This course is an introduction to the structure and function of cells and viruses, with an emphasis on bacteria. The basic techniques of isolation, identification, and pure culture are covered in the laboratory as well as a consideration of the physiology and ecology of microbes. This course is designed to cover cell biology for liberal arts majors and microbiology for students preparing for careers in the allied health sciences. Pre: SC 109 (3 credits lec, 1 credit lab)

SC 239 NATURAL HISTORY OF PALAU (4)

This course covers the geological formation of the islands of Palau, its mangrove ecosystem, rivers and estuaries. It provides the students with knowledge in classification of marine animals and plants, taxonomy of corals, marine plants, invertebrates, fish commonly found in Palau, biology of coral reefs and marine lakes, and monitoring and surveying techniques for marine ecosystems, and conservation methods for local marine resources. Pre: SC 90 (3 credits lec, 1 credit lab)

SC 249 ENVIRONMENTAL CONCEPTS AND ISSUES (4)

This course introduces students to environmental concepts and issues at the local (Palauan) and global levels. The course includes guest lecturers who will speak on a range of local environmental issues and give an overview of the major themes that underlie environmental thinking today. It will also cover some of the main environmental threats in the 21st century, including global warming, deforestation, land degradation and waste management. Students will be required to undertake an environmental research project. Pre: SC 90 (3 credits lec, 1 credit lab)

SC 270 FIELD STUDIES (3)

This course covers the application of commonly used ecological surveying techniques. Students will learn the use of commonly used field equipment and proper methods of collecting data and specimens. The data will be collected in the

field, analyzed and presented in a report. Pre: SC 110 and SC 201 (2 credits lec, 1 credit lab)

SC 275 INTERNSHIP (4)

This course provides the student with practical training in scientific methods, technical laboratory skills, and field studies. With the assistance of an instructor-coordinator, the student is assigned to work under a supervisor in a governmental department or a private business in order to learn through the actual work experience. Pre: Advisor's Consent (4 credits lab)

SMALL ENGINES AND OUTBOARD MARINE (SE)

SE 101 BOAT OPERATION (3)

This course is designed to familiarize students with safe operation of outboard motor boats including national safety measures, open water driving, boat and engine maintenance, proper approaches to water hazards and operator's rules of driving. Pre: None (1 credit lec, 2 credits lab)

SE 112 BASIC ENGINE PRINCIPLES (3)

This course covers principles of theory and operation and skills relating to repair and maintenance of basic outboard marine engines. Pre: None (2 credits lec, 1 credit lab)

SE 113 TWO AND FOUR CYCLE ENGINES (3)

This course covers overhaul and repair of lawn, garden, and recreational engines under ship conditions according to manufacturers' recommendations. It also includes rebuilding procedures on large, single, multi-cylinder and four cycle engines. Complete engine diagnosis and reconditioning practices are covered. Pre: None (2 credits lec, 1 credit lab)

SE 122 OUTBOARD ENGINE ELECTRICAL SYSTEM (3)

This course covers electrical system associated with marine engine including the charging circuit, starting circuit and ignition circuit. Theories of operation and maintenance/repair are discussed and applied. Pre: SE 112 & 113 (2 credits lec, 1 credit lab)

SE 123 OUTBOARD FUEL & CARBURETION SYSTEMS (3)

This course covers functions, maintenance, service of fuel tanks, pumps, carburetors, intake manifolds, flame arresters, filters and fuel injection systems used in marine engines. Pre: SE 112 & 113 (2 credits lec, 1 credit lab)

SE 124 OUTBOARD COOLING SYSTEM (3)

This course covers service and maintenance of cooling systems for marine engines including open-style and closed-style systems. Pre: SE 112 & 113 (2 credits lec, 1 credit lab)

SE 212 OUTBOARD LOWER UNIT SYSTEM (3)

This course covers principles of gear cases, power trim/tilt system, propellers and gear shifting system on a variety of outboard engines. The focus is on gear case designs, measurements, overhaul procedures and reconditioning of all parts in the modern outboard gear case. Students should be able to troubleshoot, service and rebuild outboard engine gear cases and power trim and tilt systems. Pre: SE 122 (1 credit lec, 2 credits lab)

SE 213 OUTBOARD POWER HEAD SYSTEM (3)

This course introduces power-head designs and functions on a variety of outboard makes and models. Topics include identifying complete outboard power-head cylinder blocks, crank shafts, bearings, pistons and connecting rod assembly systems and techniques to test/troubleshoot power-head components. Students should be able to troubleshoot, test and rebuild power-head systems with specific attention to parts identification, tolerance, inspection, assembly and installation. Pre: SE 122 (1 credit lec, 2 credits lab)

SE 221 GENERAL LABORATORY (4)

Advanced maintenance and repair skills are developed in all aspects of a real-life shop situation by applying skills from previously studied courses. It includes dealing with customer problems, shop practices and procedures, tune-up and troubleshooting techniques, and installing motors and accessories. Emphasis is placed on

actual work situations. Pre: SE 212 & 213 (1 credit lec, 3 credits lab)

SE 222 DIAGRAM READING AND TESTING (3)

This course covers small engine and outboard engine wiring and basic circuit components. Circuit diagrams and how to read and interpret wiring diagrams, testing procedures, circuit testing, and use of diagnostic equipment will be emphasized. Pre: SE 122 (2 credit lec, 1 credits lab) [addendum](#)

SE 223 INTERNSHIP (4)

This course provides the student with practical training in outboard engine repair. With the assistance of an instructor-coordinator, the student is assigned to work under a supervisor in a governmental department or a private business in order to learn through the actual work experience. Pre: Advisor's Consent (4 credits lab) Formerly numbered SE 222

SPORTS (SP)

SP 100 BEGINNING COACHING (3)

This is a beginning coaching course designed to provide basic guide to coaching with the expertise to coach at the beginning level. Course topics include communication, teaching and coaching methods, planning, sports safety and sports specific skills and tactics. Pre: None (3 credits lec.)

SOCIAL SCIENCES (SS)

SS 100 INTRODUCTION TO COLLEGE (1)

This course will have two main components: First, it will offer students a variety of methods and suggestions to take control of their college experience and be successful. Second, the course will introduce students to the people and resources at PCC that they may need, and encourage them to investigate ways to make their time in college rewarding and productive. **Note: Required for all incoming freshmen - waivers not available.** Pre: None (1 credit lec)

SS 109 MARRIAGE AND THE FAMILY (3)

A study of the relationships of men and women in courtship, marriage, and the family. The extended family as social units will be explored. Pre: Minimum TOEFL score of 450 (3 credits lec)

SS 119 INTRODUCTION TO PSYCHOLOGY (3)

This course introduces the students to factors influencing human behavior, relationships, developmental stages, cognition processes, defense mechanisms and various psychotherapies. Pre: Minimum TOEFL score of 450 (3 credits lec)

SS 129 INTRODUCTION TO SOCIOLOGY (3)

This course is a study of human society involving topics such as foundations of culture, social interaction, social controls and institutions, and social changes. Pre: Minimum TOEFL score of 450 (3 credits lec).

SS 149 INTRODUCTION TO POLITICAL SCIENCE (3)

This course is designed to help students understand the different political problems, systems, ideologies, and processes that exist in the world. Pre: Minimum TOEFL score of 450 (3 credits lec)

SS 169 INTRODUCTION TO ARCHEOLOGY (3)

This course is designed to acquaint students with the methods, theory and techniques of archeology to study prehistoric societies and explain cultural change through the study and use of the remains of fossils and artifacts with emphasis on the origin of Palauans. Pre Minimum TOEFL score of 450 (3 credits lec).

SS 179 INTRODUCTION TO SOCIAL ANTHROPOLOGY (3)

This course is a systematic study of how human beings interact with one another as a process of creation of group, institutions, communities and societies. The course will focus the place of human beings within evolution and physical variations with emphasis on the Pacific. Consideration will be given to the interrelationship of cultural and biological factors. Pre: Minimum TOEFL score of 450 (3 credits lec)

SS 189 INTRODUCTION TO CULTURAL ANTHROPOLOGY (3)

This course includes the nature of culture, the introduction of basic concepts for analyzing cultural behavior, cultural patterning and integration, and dynamics of culture. Current trends in interpretive anthropology of the Pacific will be explored. Pre: Minimum TOEFL score of 450 (3 credits lec) Formerly titled Introduction to Anthropology

SS 203 COMPARATIVE GOVERNMENT (3)

This course covers the structures and operations of the government of U.S., Japan, selected republics from the former USSR, Tonga, and Nauru. The governments are examined as potential forms of government of the three entities of Micronesia. Pre: Minimum TOEFL score of 450 (3 credits lec)

SS 209 CHANGES IN MICRONESIA (3)

This course covers the structure and operation of the present government systems in Micronesia. It covers foreign influences upon the cultures in Micronesia and the effect on the development of the present forms of government in the regional political entities. Pre: Minimum TOEFL score of 450 (3 credits lec)

SS 229 CONTEMPORARY SOCIAL PROBLEMS (3)

This course is designed to help students acquire a general understanding of some of the critical problems that exist in our society and prepare them to become capable in coping with these phenomena. Emphasis will be on social problems that Micronesians are facing in their everyday lives. Pre: Minimum TOEFL Score of 450 (3 credits lec)

SS 259 THE AMERICAN POLITICAL SYSTEM (3)

This course is designed to acquaint students with the structure, functions, and policy-making processes of United States national governance, beginning with its revolutionary founding and theory, moving to its contemporary institutions, and concluding with policy processes. In addition, this course will facilitate the student's research and writing abilities, including the ability to

critique the scholarship of others, plus develop an understanding of meaningful political participation. The major dilemmas and choices facing American policy makers and appropriate frameworks for analysis will be examined. Pre: Minimum TOEFL Score of 450 (3 credits lec)

SURVEYING (ST)

[addendum](#)

ST 101 COMPUTER-AIDED DRAFTING I (3)

This course introduces computer-aided drafting (CAD) and examines the hardware that make up a CAD workstation. It also covers the operating system (Windows) that enables the equipment to function as a unit. The course shows how to use AutoCAD to set up drawings and add lines, circles, arcs, other shapes, geometric constructions, and text. Students will use display and editing techniques as well as to obtain information about their drawings and work with drawing files. Pre: CS 100 (2 credits lec, 1 credit lab)

TOURISM AND HOSPITALITY (TH)**TH 100 INTRODUCTION TO TOURISM AND HOSPITALITY (3)**

This class will be an exploration into the tourism and hospitality fields. The various areas of tourism and hospitality will be explored including hotels, restaurants, tour services, institutional food services, and opportunities in the public sector. This course will also examine the relationship between the hospitality industry and the community around it. This may include employment in supporting industries, impact on infrastructure, and the pressures on the natural environment. Pre: TH Advisor's Consent (3 credits lec.) [addendum](#)

TH 101 FOOD PRODUCTION AND SANITATION (3)

This course will study the basics in food preparation, storage, and sanitation. Students will learn the basics in preparing menus featuring breakfast, lunch and dinner entrees. The proper service of these menus will be demonstrated. Menu planning, costing, and catering will be addressed. Pre: None (2 credits lec, 1 credit lab)

TH 104 RECREATIONAL DIVING (2)

This course provides instruction in open water scuba diving, advanced open water and rescue diving. The open water section teaches basic diving practices, equipment use and care, safety practices and diving physiology. Advanced open water helps develop important skills in specific areas of diving. These include deep diving, night diving, underwater navigation, search and recovery, wreck diving, and drift diving. The final section presents safety and rescue skills to prepare students for possible diving emergencies. Pre: HP 181 or valid First Aid/CPR card (2 credits lab)

TH 110 TOUR GUIDING AND TRAVEL PLANNING (3)

This course covers the basic principles and information of tour guiding, tour packaging and travel plans. It will expose students to environmental concerns, cultural product diversity, and safety factors on land and at sea. In addition to carrying out a successful tour, students will also develop and arrange a tour package and tour itineraries. Segments of the course will help students set up rooms, flights and other mean of transportation services for the purpose of contributing to memorable business/leisure activities. Pre: TH 100 (2 credits lec, 1 credit lab)

TH 115 INTERPERSONAL RELATIONS AND CUSTOMER SERVICE (2)

A look into how people interact with each other and the factors that influence individual preferences will take place. The relationships between the customer and the business entity will be discussed. Customer expectations and dealing with a difficult guest likewise will be covered. The basics of good customer service will be presented along with problem-solving techniques. The student will participate in field observations/studies. Pre: EN 95 or Instructor's Permission (2 credits lec)

TH 118 BAKING (3)

The course will cover skills necessary to work in the pastry department of a hotel or restaurant. The basics in preparing bread, pastries, and fine desserts will be presented and practiced. Pre: TH 101 (1 credit lec, 2 credits lab)

TH 201 DINING ROOM AND BEVERAGE OPERATIONS (3)

Study of principles and practices of dining room service and beverage operations. Dining Operations include the study of service techniques and procedures used in most dining rooms. Bar Operations include the study of product knowledge, the service of drinks, bar set-up, and basic mixology. Course content also includes menu planning techniques, loss prevention, and legal issues. Grooming, hygiene, interpersonal communications, and work skills will be discussed. Pre: TH 101 (2 credits lec, 1 credit lab)

TH 206 SCUBA DIVE MASTER (1)

This course provides instruction in supervision and guiding scuba divers. It will include safety training, principles in guiding scuba divers and emergency preparedness. This course will also cover theoretical training in the physiology of diving. Pre: TH 104 (1 credit lab)

TH 210 HOUSEKEEPING MANAGEMENT (3)

This course presents a systematic approach to managing housekeeping operations in the hospitality industry. The various areas of responsibility will be presented with both managerial and technical skills demonstrated and practiced. Pre: TH 100 (2 credits lec, 1 credit lab)

TH 215 FRONT OFFICE OPERATIONS (3)

This course will be a practical guide to the operations of the front of the house and the hospitality accounting practices. Reservations, check in, check out, and night auditor functions will be covered in role play, case studies, and practical applications. Both manual and computer reservations and front desk operations will be presented. Pre: TH 100 and BA 130 (3 credits lec)

TH 217 HOTEL SECURITY AND FACILITIES MANAGEMENT (3)

This course will present security strategies that protect employees and guests and help prevent potential lawsuits. The fundamentals of hospitality law will be presented. It will also cover major facility systems and ways to streamline operations and address environmental concerns. The organization and management of workforce will be discussed along with resource conservation practices. Pre: TH 100 (3 credits lec)

TH 218 FOOD AND BEVERAGE COST CONTROL AND PURCHASING (3)

Advanced skills in menu planning with regards to theme, variety, nutritional value, and product availability will be learned. The students practice these skills while producing entrees from a basic menu. Pre: TH 201 (2 credits lec, 1 credit lab)

[addendum](#)

TH 219 HUMAN RESOURCES MANAGEMENT (3)

The course will follow the process of recruitment, training, advancement, disciplinary actions, and termination of employees. It will investigate laws that apply regarding hiring and employment in the hospitality industry. The requirements regarding expatriate workers and working permits will be discussed. A study into benefits, contracts, and employee handbooks will help the students understand the relationship between the business entity and its employees. Pre: Minimum TOEFL score of 450 (3 credits lec)

TH 220 MARKETING (3)

Basic marketing concepts will be covered including market segments, demographics, and promotion. The various instruments of marketing will be presented. The specific challenges of marketing to the world, nation, and community will be discussed with regard to the tourism and hospitality industry. Pre Minimum TOEFL score of 450, EN 95 and CS 100 (3 credits lec)

TH 222 MANAGING FOR QUALITY IN THE HOSPITALITY INDUSTRY (3)

This course covers the fundamentals of management and their applications. The business organization, governing, and organizational environments will be investigated. The various roles that a manager fills will be explored. An introduction to organizational behavior will also be presented. Pre: Minimum TOEFL score of 450 (3 credits lec)

TH 223 INTERNSHIP FOOD & BEVERAGE (4)

This course provides the student with practical training in the tourism and hospitality industry. With the assistance of an instructor-coordinator, the student is assigned to work under a supervisor in a private firm in order to learn through an actual experience. Pre: Advisor's Consent (4 credits lab.)

TH 224 INTERNSHIP-HOTEL OPERATIONS (4)

Same as TH 223

TH 225 INTERNSHIP-TOUR SERVICES (AAS) (4)

Same as TH 223

TH 226 INTERSHIP-TOUR SERVICES (AS) (4)

Same as TH 223

TH 227 INTERSHIP-HOSPITALITY MANAGEMENT (4)

Same as TH 223

VISUAL ARTS (VA)**VA 109 INTRODUCTION TO VISUAL ARTS (3)**

This course includes the study of the world's visual arts and their influences on the quality of life. Pre: Minimum TOEFL score of 450 (2 credits lec., 1 credit lab)

WELDING (WE)**WE 110 OXYACETYLENE (3)**

This course provides an introduction to the safe operation of oxyacetylene equipment and instruction in the fundamentals of fusion welding of ferrous metals in various positions. Pre: None (2 credits lec, 1 credit lab) Formerly titled Basic Oxyacetylene For Non-Majors

CONTINUING EDUCATION NON-CREDIT COURSES

ART AND DESIGN TRAINING

ADT 001 INTRODUCTION TO FABRIC DESIGN

Upon completion of this training, a trainee will acquire basic skills and knowledge of the basic techniques to design tablecloths, pillow covers, and clothes as well as hands-on experience in tie-dye, sponge printing, and stenciling techniques. (Contact Hours: 40)

ADT 002 INTRODUCTION TO DRAWING

Upon completion of this training, a trainee will acquire basic skills and knowledge in drawing and sketching. A trainee will also gain familiarity with tools and techniques used in drawing and the foundation of all other forms of art. Also the effective use of the line and how to create texture, shading, and depth, and the use of pencil, charcoal, and pen and ink in drawing various subjects such as still life, human figures, and landscape will be covered. (Contact Hours: 12)

ADT 003 INTRODUCTION TO WATER COLORPAINTING

Upon completion of this training, a trainee will have been introduced to the world of watercolor painting and gain familiarity by creating abstract designs, still lives, landscapes, and portraits. This training will cover color mixing, watercolor techniques, the types of brushes and paper, and also explore techniques in blending, overlaying, and dry and wet brush. (Contact Hours: 12)

ADT 004 INTRODUCTION TO PRINTMAKING

Upon completion of this training, a trainee will become familiar with the art of making prints or multiple copies of an image. A variety of printing techniques such as rubber stamping, leaf printing, sponge printing, and linoleum block printing will be covered. Prints will be made on paper in color water-based inks. (Contact Hours: 18)

ADT 005 INTRODUCTION TO OIL PAINTING

Upon completion of this training, a trainee will have explored the basics of oil painting, learned the different tools used and the basic guidelines for creating oil paintings as well as learn the basic concepts of backgrounds, center, focus, and

highlighting. During this course, each participant will create his/her own Rock Island masterpiece. (Contact Hours: 20)

ADT 006 BATIK PAINTING

Upon completion of this training, a trainee will acquire basic skills and knowledge required for painting using fabric. (Contact Hours: 40)

ADT 007 KIRIE ART

Upon completion of this training, a trainee will acquire basic skills and knowledge required for creating art using cutout and portion sheets of paper. (Contact Hours: 20)

ADT 008 FLOWER ARRANGEMENTS

Upon completion of this course, participants will be able to arrange flowers for homes and office decoration. Participants will learn the creative art of arranging flowers by using real as well as artificial flowers. (Contact Hours: 24)

ADT 009 WOODCARVING

Upon completion of this training, a trainee will have acquired the basic skills of carving storyboards and be able to do it on his/her own. (Contact Hours: 75)

ADT 010 WOODSCULPTURING

Upon completion of this training, a trainee will have acquired the basic skills of sculpting wood into any sculpture desired. (Contact Hours: 36)

ADT 011 MARMAR AND LEI WEAVING

Upon completion of this training, a trainee will have acquired basic skills in weaving marmars and leis including the different types of flowers needed and the best ropes or strings to use. (Contact Hours: 16)

BUSINESS CLASS

BC 001 HOW TO START A SMALL BUSINESS

Upon successful completion of this training, a trainee will be able to identify or provide the type of information or data required to start a small business. (Contact Hours: 10)

BC 002 SMALL BUSINESS MANAGEMENT

Upon successful completion of this training, a trainee will acquire basic understanding of what it takes to open and to manage a business successfully. (Contact Hours: 10)

BC 003 MARKETING

Upon successful completion of this training, a trainee will acquire basic understanding of how to make his/her products or services successfully in an already competitive environment. (Contact Hours: 10)

BC 004 SALESMANSHIP

Upon successful completion of this training, a trainee will acquire a basic understanding of how to sell one's products successfully and effectively. (Contact Hours: 10)

BC 005 BOOKKEEPING AND FINANCIAL DECISION TRAINING

Upon successful completion of this training, a trainee will acquire basic understanding and knowledge of maintaining good bookkeeping records. (Contact Hours: 10)

BC 006 ANALYZING FINANCIAL STATEMENTS

Upon completion of this training, a trainee will acquire basic understanding and skills to interpret and understand financial statements. (Contact Hours: 10)

BC 007 ACCOUNTING WORKSHOP

Upon the completion of this training, a trainee will acquire basic understanding of proper accounting techniques for government accounting procedures. (Contact Hours: 36)

BC 008 QUICKEN TRAINING

Upon completion of this training, a trainee will acquire basic understanding to perform computerized accounting for small and medium businesses using Quicken software. (Contact Hours: 10)

BC 009 INTRODUCTION TO EMPLOYMENT

Upon completion of this training, a trainee will be able to understand various techniques used to select a career as well as skills for effective job interviewing and securing and keeping a job. (Contact Hours: 20)

BC 010 CASHIERING WORKSHOP

Upon completion of this training, a trainee will acquire skills and understanding of the multi-functions of electronic calculators and the operation of a cash register. (Contact Hours: 10)

BC 011 COST BENEFIT ANALYSIS

Upon completion of this course, participants will be able to understand cost accounting, establish benefits of specific investments and returns on new investments. (Contact Hours: 40)

BC 012 ECONOMIC ANALYSIS

Upon completion of this course, participants will be able to evaluate business/organizations as well as understand economic sectors and the sectors' functions within a national and global perspective. (Contact Hours: 32)

BC 013 BUSINESS MATH

Upon completion of this training, a trainee will have acquired skills and knowledge in business math including solving decimals and percentage problems, percent prices and sales prices, how to determine profits and what types of forms are required for tracking records, and much more. (Contact Hours: 40)

COMPUTER CLASSES**CC 001 KEYBOARDING**

Upon completion of this training, a trainee will be able to master the computer keyboard by touch and type operation and thorough knowledge of correct typing and formatting techniques. (Contact Hours: 20)

CC 002 WINDOWS 95

Upon completion of this training, a trainee will have acquired basic knowledge of how to operate Windows 95 such as starting a program, opening, copying, changing settings, printing, and saving files as well as quitting a program. Other topics covered in the training include introduction to desktop and MS-DOS. Pre: Keyboarding (Contact Hours: 10)

CC 003 MICROSOFT WORD

Upon completion of this training, a trainee will have acquired a basic understanding of how to create, revise, format, print, and save most of the written communications needed in personal and professional life. Pre: Keyboarding (Contact Hours: 10)

CC 004 MICROSOFT ACCESS

Upon completion of this training, a trainee will be able to use Microsoft Access to develop a record keeping system that allows him/her to view, manipulate, modify, sort, query, search, and store data in different tables and produce reports in various forms. Pre: Keyboarding (Contact Hours: 10)

CC 005 MICROSOFT EXCEL

Upon completion of this training, a trainee will be able to use Microsoft Excel for spreadsheet applications such as problem solving, calculations, and a range of other alternative decisions by entering information such as text, numbers, and formulas into the program and interpreting feedback. Pre: Keyboarding (Contact Hours: 10)

CC 006 MICROSOFT PUBLISHER

Upon completion of this training, a trainee will have learned how to use Microsoft Publisher to integrate graphics, pictures, and text to produce posters, flyers, brochures, and other professional quality promotional material. Pre: Keyboarding (Contact Hours: 10)

CC 007 COMPUTER MAINTENANCE

Upon completion of this training, a trainee will have learned proper knowledge of how to properly maintain computer hardware to avoid unnecessary failure due to neglect or improper maintenance and operations. (Contact Hours: 10)

CC 008 PERSONAL COMPUTER SERVICING AND MAINTENANCE

Upon completion of this training, a trainee will have acquired the skills and knowledge in the introduction of PC technology and the principles of servicing, upgrading, and maintenance procedures for a personal computer. This training includes the components that make up a PC, the necessary measurements and development of mastery in the use of industry standard operating system with basic system troubleshooting. (Contact Hours: 60)

CC 009 AUTO CAD TRAINING

Upon completion of this training, a trainee will be able to use Auto Cad to prepare and produce maps or drawings of land being surveyed using information acquired from the field. (Contact Hours: 40)

CC 010 INTRODUCTION TO MICROPROCESSORS

Upon completion of this training, a trainee will acquire the basic skills and knowledge in the basic concepts, the organization, and the flow of information in microprocessors employed in microcomputers and computer systems. (Contact Hours: 60)

CC 011 INTERNET EXPLORATION FOR KIDS

Upon completion of this training, a trainee will be able to use a web browser to access and use resources on the World Wide Web. (Contact Hours: 4)

DESIGNING, BUILDING, AND FABRICATING**DB 001 BUILDING TRADITIONAL HUTS**

Upon completion of this training, a trainee will acquire the skills and knowledge in building traditional huts. This training covers the layout of the building line, erecting fatter boards, setting posts and beams, roof framing, installing roofing, and making benches. (Contact Hours: 20)

DBF 002 DESIGNING CONCRETE MIX

Upon completion of this training, a trainee will acquire skills and knowledge in the designing of Concrete Mix. This training covers the types of cement, mixing water for concrete, aggregate, testing cleanliness of sand, selecting mix characteristics, designing the concrete mix, taking samples and testing plastic concrete and hardened concrete. (Contact Hours: 10)

DBF 003 DESIGNING STAND ALONE SEPTIC TANKS

Upon completion of this training, a trainee will acquire the skills and knowledge in designing stand-alone septic tanks. This training includes lines, symbols and notations, the architect, engineering, and metric scales, sketching with/without drafting tools, printing and sketching, designing private waste-disposal systems, familiarity with building codes and plumbing codes, OSHA requirements, specifications, and how to apply plumber mathematics. (Contact Hours: 30)

DBF 004 THATCHING NYPA LEAVES FOR ROOF

Upon completion of this course, participants will be able to repair a leaking roof made of thatch by

themselves. Participants will learn the types of materials needed, application, and weaving techniques. (Contact Hours: 16)

DBF 005 MAKING ADZE BLADES

Upon completion of this course, participants will be able to make an adze blade. Participants will be able to select appropriate material to be used for adze blade and how to fabricate the blade. (Contact Hours: 16)

DBF 006 MOUNTING/FIXING THE HANDLE OF ADZE AND TYING

Upon completion of this course, participants will be able to fix the handle of the adze and tie it properly. Participants will learn styles and techniques of tying by going through the practical experience of this artistic work. (Contact Hours: 16)

DBF 007 LOG CONSTRUCTION

Upon completion of this training, a trainee will acquire the basic skills and knowledge in the basic principles of layout, footing (concrete pier/wooden post), floor frame, wall frame, and roof framing, hand and power tools, and material estimation. (Contact Hours: 80)

DBF 008 SITE PREPARATION & LAYOUT AND FOOTING & FOUNDATION

Upon completion of this training, a trainee will have acquired basic knowledge to perform preparation and layout as well as in footing and foundation. (Contact Hours: 40)

ELECTRONICS TRAINING

ELT 001 BASIC ELECTRONICS FOR HOBBYIST

Upon completion of this training, a trainee will acquire basic skills and knowledge about the different electronic devices used in electronic circuits. This training includes exercises in soldering wires and electronic components in circuit boards, designing and etching simple electronic circuits, and in the utilization of basic hand tools and electronic instruments. (Contact Hours: 60)

ELT 002 STEREO AMPLIFIER SERVICING AND MAINTENANCE

Upon completion of this training, a trainee will acquire the basic skills and knowledge to be able to work with stereo amplifiers including

designing, construction of basic amplifier circuits, hookup, and installation of complex stereo amplifiers. (Contact Hours: 60)

ELT 003 TELEVISION HOOK-UP AND MAINTENANCE

Upon completion of this training, a trainee will acquire the skills and knowledge in the principles of non-technical aspects of servicing and maintenance procedures for modern televisions today. This training includes the hook-ups and connections of the TV receiver to other audio and video equipment, and the programming and reprogramming of the system control memory for the effective utilization of the modern features included in the television set. (Contact Hours: 20)

ELT 004 VCR SERVICING AND MAINTENANCE

Upon completion of this training, a trainee will acquire the skills and knowledge in the principles of servicing and maintenance procedures for modern VCRs today. This training includes the hook-ups and connections of the VCR unit to other audio and video equipment, and the programming and reprogramming of the system control memory for the effective utilization of the modern features certain VCRs can introduce to its user. (Contact Hours: 20)

ELT 005 MDP/LDP SERVICING AND MAINTENANCE

Upon the completion of this training, a trainee will acquire the skills and knowledge in the principles of servicing and maintenance procedures for modern Multi-disc Players/Laser Disc Players today. This training includes the hook-ups and connections of the MDP/LDP unit to other audio and video equipment for playback and recording procedures, and the programming and reprogramming of the system control memory for the effective utilization of the modern features available in the Digital Disc Player set. (Contact Hours: 20)

ELT 006 BASIC DIGITAL ELECTRONICS

Upon completion of this training, a trainee will acquire the basic skills and knowledge about digital electronic circuits, the importance of their applications, and the design and construction of basic digital circuits. Part of the practical exercises is the utilization of digital trainers and other instruments intended for the course. (Contact Hours: 60)

ELT 007 PROGRAMMABLE LOGIC CONTROLLER (PLC)

Upon the completion of this training, a trainee will acquire the basic skills and knowledge in the principles of relay logic control and the general operation and programming of the PLC. (Contact Hours: 60)

ENGINEERING TRAINING**ENT 001 BASIC RESIDENTIAL WIRING AND TROUBLESHOOTING**

Upon completion of this training, a trainee will have the basic technical skills and knowledge necessary to do electrical wiring of residential buildings and be able to troubleshoot some electrical problems in his/her household. (Contact Hours: 28)

ENT 002 BASIC PLUMBING

Upon completion of this training, a trainee will acquire the basic knowledge and skills to be able to install and repair basic residential plumbing. This training includes plumbing symbols, tools, materials, pipes, and fittings. (Contact Hours: 32)

ENT 003 INTRODUCTION TO SURVEYING

Upon completion of this training, a trainee will acquire basic skills and knowledge in starting a career in the field of surveying technology. (Contact Hours: 20)

ENT 004 PLASTERING

Upon completion of this training, a trainee will acquire basic skills and knowledge in the proper use of plastering tools, mortar mixing, plastering guides, and plastering techniques. (Contact Hours: 10)

ENT 005 REBAR WORK

Upon completion of this training, a trainee will acquire basic skills and knowledge in rebar sizes, including bending and laying techniques in various concrete members. (Contact Hours: 10)

ENT 006 FORM BUILDING

Upon completion of this training, a trainee will acquire basic skills and knowledge in the functions of each form member, selection of form material, layout, cut material and build footing, and foundation forms as well as column, beam, and roof forms. (Contact Hours: 24)

ENT 007 LAYING BLOCKS

Upon completion of this training, a trainee will acquire the basic skills and knowledge in the erection of story poles, making course heights on story poles, setting lines, mixing mortar, and laying blocks. (Contact Hours: 10)

ENT 008 BLOCK MAKING

Upon the completion of this training, a trainee will acquire the basic skills and knowledge in measuring, mixing, judging mix wetness, and making and curing blocks. (Contact Hours: 5)

ENT 009 MIXING AND POURING CONCRETE

Upon the completion of this training, a trainee will acquire the basic skills and knowledge in mixing operations, placing finishing operation, and curing concrete. (Contact Hours: 10)

ENT 010 CONCRETE VOLUME ESTIMATION

Upon completion of this training, a trainee will acquire the basic skills and knowledge in the methods of estimating volume of concrete, listing of concrete ingredients, estimating block and mortar used for laying blocks as well as how to estimate form and rebar work. (Contact Hours: 10)

ENT 011 CONCRETE FUNDAMENTALS

Upon completion of this training, a trainee will acquire the skills and knowledge in concrete ingredients, types of cement, and their different uses. The trainee will also have learned how to determine maximum size of gravel used for a given job, how to test quality of sand, mixing and judging good mix wetness as well as testing and comparing the strength of concrete made from different amounts of water. Also, the trainee will have learned the right amount of materials used for different concrete mixes and their expected strength and how to perform a slump test. (Contact Hours: 24)

ENT 012 BASIC LEVELING

Upon completion of this training, a trainee will have acquired basic knowledge and understanding of how to use instruments of leveling. This course covers the metric system, the proper way to use instruments, how to measure height and distance, and what a benchmark is. (Contact Hours: 52)

ENT 013 AREA SURVEYING TRAINING

Upon completion of this training, a trainee will have acquired basic knowledge and understanding on how to find the area of land by using the Herons formula, the area of a triangle, or by calculating coordinates. (Contact Hours: 20)

ENT 014 TRAVERSE SURVEYING

Upon completion of this training, a trainee will have acquired basic knowledge in traverse surveying, types of instruments used for traverse surveying, how to measure angle and distance, and how to calculate and adjust field observation. (Contact Hours: 97.5)

ENVIRONMENTAL TRAINING**ENV 001 IDENTIFYING PALAUAN MANGROVE WOODS**

Upon completion of this class, participants will be able to identify different varieties of mangrove wood by their physical features: leaves, size, flowers, and common usage. (Contact Hours: 16)

ENV 002 IDENTIFICATION OF TERRESTRIAL WOODS

Upon completion of this course, participants will be able to identify various terrestrial woods found in Palau and understand their features: size, leaves, flowers and where they are found and their common usage. (Contact Hours: 24)

ENV 003 TARO IDENTIFICATION

Upon completion of this course, participants will be able to identify the different kinds of taro plants that grow in Palau. (Contact Hours: 16)

ENV 004 TAPIOCA IDENTIFICATION

Upon completion of this course, participants will be able to identify the different kinds of tapioca that grow in Palau. (Contact Hours: 16)

ENV 005 IDENTIFICATION OF INVASIVE WEEDS IN PALAU

Upon completion of this training, a trainee will be able to identify the most important invasive weeds, which are a threat to the environment and agricultural production of Palau. Trainees will learn the scientific and common names of the weeds, which plants they are closely related to, why they are a problem, and possible methods of control or prevention. (Contact Hours: 16)

ENV 006 IDENTIFICATION OF PALAUAN EDIBLE PLANTS

Upon completion of this course, participants will be able to name and identify edible plants found in Palau. (Contact Hours: 16)

ENV 007 COMPOSTING

Upon completion of this training, a trainee will be able to successfully make and use compost. This will include selection of compostable materials, shredding or chopping materials, combining and mixing materials, maintenance of the compost pile, and approximate time to completion. Trainees will also learn how to properly use finished compost and the value and importance of compost to soil properties and plant growth. (Contact Hours: 16)

HOME ECONOMICS TRAINING**HET 001 COOKING CLASSES**

Cooking classes will cover the following types of cooking: local dishes, Japanese dishes, Filipino dishes, Chinese dishes, western dishes, and Thai dishes. Classes will be offered separately for each of the different cuisines. Upon completion of this course, participants will be able to cook several popular dishes from these places. Various techniques and recipes will be covered. (Contact Hours: 32)

HET 002 PREPARING PIGS FOR CUSTOM

Upon completion of this class, participants will be able to prepare a pig for custom and understand the concept and principles behind the way the pig is prepared. (Contact Hours: 16)

HISTORY OF PALAU**HOP 001 HISTORY OF PALAU**

The history of Palau is presented in the following segments covering timelines and events of the history of Palau: Spanish Era, German Era, Japanese Era, the war years, Naval Administration, Trust Territory of the Pacific Islands (TTPI), separation and construction, Compact of Free Association (COFA) and Plebiscites, breakdown of law and order, and Post COFA era. Upon completion of each of the segments, participants will have a clear understanding of the history of Palau. Presentations will cover topics and issues that have had dramatic impact on the Palauan history,

government, economy, and culture. (Contact Hours: 6 per segment)

HOP 002 PALAUAN HISTORICAL SITES

Upon completion of this course, participants will be able to identify major historical sites around Palau and understand their significance to respective communities in Palau. (Contact Hours: 24)

HOP 003 PALAUAN PROVERBS

Upon completion of this course, participants will understand the importance of Palauan proverbs, their implications and application to everyday life situation and behavior. Participants will learn the underlying dynamics of meaning behind the proverb itself. (Contact Hours: 32)

HOP 004 PALAUAN LEADERSHIP STRUCTURE

Upon completion of this course, participants will be able to understand the dynamics of the Palauan leadership structure and how it works. Participants will explore, assess, and analyze how each of the Palau state leadership structures operates. (Contact Hours: 24)

HOP 005 PALAUAN LEADERSHIP STRATEGIES

Upon completion of this course, participants will be able to understand and apply different leadership strategies. Participants will explore different leaders of Palau and their leadership strategies in handling certain courses of action. (Contact Hours: 24)

LANGUAGE CLASSES

LC 001 BASIC PALAUAN

Upon completion of this course, a trainee will be able to understand and converse in simple daily conversational Palauan. (Contact Hours: 36)

LC 002 ADVANCED PALAUAN

Upon completion of this course, a trainee will be able to understand and converse in Palauan with more fluency. Pre: Basic Palauan (Contact Hours: 36)

LC 003 CHINESE

Upon completion of this course, a trainee will be able to understand and converse with customers in basic daily conversational Chinese. (Contact Hours: 36)

LC 004 JAPANESE

Upon completion of this course, a trainee will be able to understand and converse with customers in basic daily conversational Japanese. (Contact Hours: 36)

LC 005 ENGLISH CONVERSATION

Upon completion of this training, a trainee will gain the basic language skills needed to carry on survival level conversational English. Selected simulated situational conversation models will be used to assist students to learn the vocabulary for such areas of life as the bank, restaurant, school, or office. (Contact Hours: 18)

LC 006 ENGLISH WRITING

Upon completion of this training, a trainee will have the basic skills and knowledge to be able to write simple business letters and fill out simple forms such as those used in various government offices. Basic grammar will be covered as well as sentence structure. (Contact Hours: 18)

LC 007 ENGLISH READING

Upon completion of this training, a trainee will have learned the basics in reading skills such as looking for main ideas and details, making inferences, and following directions. This training will also cover the different types of reading materials and how to get the most out of reading such materials. Techniques to increase vocabulary and dictionary use will also be covered. (Contact Hours: 18)

MATHEMATICS FOR ADULTS TRAINING

MAT001 BASIC STATISTICS

Upon completion of this training, a trainee will acquire the skills and knowledge in basic descriptive statistics to be able to identify the sample and population, and compute the measures of location and dispersion. Optional topics such as normal distribution and correlation will be explored if time permits. (Contact Hours: 20)

MAT 002 STATISTICAL GRAPHS

Upon completion of this training, a trainee will acquire the skills and knowledge to be able to construct graphs as well as read them. A computer will be used to generate some of these graphs. (Contact Hours: 20)

MANAGEMENT TRAINING**MT 001 EFFECTIVE PROGRAM PLANNING TECHNIQUES AND PROCESS**

Upon completion of this training, a trainee will have the skills and knowledge from hands-on experience with the basic planning process. This experience begins with an overview of the planning process and the selection of a project. Each group will take their projects through the process and utilize techniques presented in class and then each group will demonstrate a presentation at the end of the training. (Contact Hours: 10)

MT 002 PROGRAM EVALUATION

Upon the completion of this training, a trainee will have the skills and understanding of the concepts of evaluation versus assessment, reliability and validity of data and mechanisms for gathering data. A process will be presented to facilitate program evaluation/assessment. (Contact Hours: 10)

MT 003 CONFLICT MANAGEMENT

Upon the completion of this training, a trainee will have a clear understanding of the guiding principles and the protocol of consensus building and conflict resolution. This training also covers the process for conflict resolution and the steps involved in the process. (Contact Hours: 6)

MT 004 PERSONNEL MANAGEMENT

Upon completion of this training, a trainee will acquire the basic skills and knowledge in the general concepts and theories in human resources management. This training also describes the importance of human resources and how it affects the success of an organization. (Contact Hours: 10)

MT 005 BASIC MANAGERIAL EFFECTIVENESS

Upon completion of this training, a trainee will have a clear understanding of the structure he/she works both in human resources and financial capital. (Contact Hours: 10)

MT 006 MANAGEMENT BY OBJECTIVES

Upon completion of this training, a trainee will have learned the process of management by objectives. (Contact Hours: 10)

MT 007 DECISION-MAKING AND PROBLEM SOLVING

Upon completion of this course, participants will learn the basics of problem solving techniques. Participants will learn daily processes, procedures, and system analysis, which are related to their positions. Scientific methodology will be covered. Participants will be able to use some of the statistical tools used in the identification, definition, and solution of problems. (Contact Hours: 16)

MT 008 TEAM BUILDING

Upon completion of this course, participants will be able to understand the importance and dynamics of teamwork. Through the participative process, team members will share experiences, abilities, opinions, and concerns. (Contact Hours: 16)

MT 009 TIME MANAGEMENT

Upon completion of this course, participants will be able to manage time more effectively. Participants will learn to understand the principles that relate to focusing daily objectives toward personal goals. (Contact Hours: 16)

MT 010 EFFECTIVE PRESENTATION

Upon completion of this course, participants will be able to design an effective presentation using various tools such as audio visual aids, flip charts, overhead projectors, computers, slide projectors, handouts, seating arrangements, etc. Participants will go through actual presentation demonstrations. (Contact Hours: 24)

MT 011 SUPERVISING ON THE JOB TRAINING

Upon completion of this course, participants will understand their roles as supervisors. The course will cover work standards and conditions, safety regulations, time management, monitoring, and performance evaluation. (Contact Hours: 16)

OFFICE SKILLS**OS 001 SECRETARIAL TRAINING**

Upon completion of this training, a trainee will have acquired understanding of the importance of proper work attitudes, office management, and word processing, and how they relate to daily work. (Contact Hours: 20)

OS 002 HOW TO TAKE MEETING MINUTES

Upon completion of this course, participants will be able to take effective meeting minutes. The course will cover formats, styles, and techniques. (Contact Hours: 4)

OS 003 CLERICAL TRAINING

Upon completion of this course, participants will be able to answer telephones properly, file, operate office equipment, and understand proper office procedures. (Contact Hours: 20)

OS 004 OFFICE MANAGEMENT

Upon completion of this training, a trainee will have improved the skills and knowledge he/she has in regard to office management, human relations, time and task management, records management, communications and technology, travel arrangements, word processing, work ethics and professional growth and development. (Contact Hours: 20)

OS 005 CUSTOMER SERVICE

Upon successful completion of this training, a trainee will be able to understand the importance of customers to any business: customers' needs, customers' expectations, and most importantly, how to solve customers' problems. (Contact Hours: 4)

OS 006 TELEPHONE ETIQUETTE

Upon completion of this course, participants will be able to answer telephones more effectively. Participants will understand the correct telephone procedures and how to effectively handle situations that occur with communications by telephone. (Contact Hours: 4)

OS 007 BUILDING OFFICE SKILLS

Upon completion of this course, participants will learn the basic skills relevant to office management. The course will combine skills in secretarial and clerical as well as administrative skills. (Contact Hours: 16)

OS 008 ADMINISTRATION OFFICE SKILLS

Upon completion of this training, a trainee will have learned to improve his/her work performance. This training covers qualities as a worker and how to improve work performance. This training, covers qualities as a worker and how

to make a work environment more pleasant, improving interpersonal skills, customer service, telephone etiquette, effective communication, professional conduct, office equipments and documents, and methods of evaluation. (Contact Hours: 20)

OTHER TRAININGS AND WORKSHOPS**OTW 001 MARITIME OBSERVER TRAINING**

Upon completion of this training, a trainee will acquire skills and understanding of navigation, fish sampling, and record keeping and will be issued a certificate to become a Maritime Observer. (Contact Hours: 80)

OTW 002 EMAIL/INTERNET TRAINING

Upon completion of this training, a trainee will acquire the basic skills and understanding to successfully operate E-mail and Internet using Windows 95. Pre: None (Contact Hours: 10)

OTW 003 SELF-DEFENSE

Upon completion of this training, a trainee will acquire skills and understanding of the techniques for self-defense as well as develop proper attitudes and discipline toward life. (Contact Hours: 40)

OTW 004 BOATING SAFETY TRAINING

Upon completion of this training, a trainee will be issued a boating safety license as acknowledgment that he/she has acquired understanding of boating regulations and "the rules of the road" and the skills to operate boats safely and responsibly in Palauan waters. (Contact Hours: 18)

OTW 005 GLOBAL POSITIONING SYSTEM (GPS)

Upon completion of this training, a trainee will have acquired basic skills necessary to operate a GPS to set a course as well as pinpoint a certain location on land as well as sea. (Contact Hours: 20)

OTW 006 LAND TITLE SEARCH

Upon completion of this course, participants will be able to do a title search for any property, private or public. The course covers systematic procedures and chain of title search to any lot an individual plans to find a title for. (Contact Hours: 16)

OTW 007 BASICS TO IMPROVING YOUR MEMORY

Upon completion of this training, a trainee will have acquired the skills and techniques to improve his/her memory. This course includes a variety of memory strategies, mnemonics, and other techniques. Emphasis will be devoted to general principles of memory improvement; powers of observation; methods to improve concentration; visualization and imaging information to increase memory; keys to association, substitution and thinking; classification as memory technique; memory pegs for better recall; and a number of recall systems. (Contact Hours: 4)

OTW 008 REAL ESTATE APPRAISAL

Upon completion of this training, a trainee will have acquired knowledge and understanding of real estate appraisal. This course covers real estate, real estate appraisal, types of value, the real estate appraiser, classifications of real estate, estimating value, assumptions and limiting conditions, market data analysis, and the appraisal report. (Contact Hours: 6)

OTW 009 SMALL PROJECT DEVELOPMENT

Upon completion of this training, a trainee will have acquired knowledge and understanding on how to develop his/her property for a small commercial project and make it a success. This course covers land ownership, utility services, financing, creating a business plan, environmental regulations, land use regulations, methods of construction, architecture and engineering, contracting for construction, starting up procedures, operational procedures, and environmental issues. (Contact Hours: 4)

PARENTAL TRAINING

PAT 001 PARENTING SKILLS

Upon completion of this course, participants will be able to learn, understand, and apply parenting skills important for disciplining children. (Contact Hours: 16)

PA 002 BANKING FOR CHILDREN

Upon completion of this course, participants will have a better understanding of the benefits of banking for their children and how it's done. (Contact Hours: 16)

PALAUAN HERITAGE AND CULTURE

PHC 001 TRADITIONS OF PREGNANCY AND BIRTH

Upon the completion of this training, a trainee will have a better understanding of the Palauan customs related to pregnancy and birth and learn how natural child-birth came to be in Palau. (Contact Hours: 20)

PHC 002 HEREDITARY STATUS AND STRENGTH

Upon completion of this training, a trainee will have a better understanding of how the status of a person in a family is established. The trainee will have learned why the women in Palauan tradition are considered of a higher status than the men. (Contact Hours: 20)

PHC 003 TRADITIONAL LEADERSHIP IN PALAU

Upon the completion of this training, a trainee will have a better understanding of the traditional leadership in Palau and how major decisions are made affecting families, clans, and a whole community. (Contact Hours: 20)

PHC 004 DEATH, FUNERAL, AND ASSOCIATED RESPONSIBILITIES

Upon completion of this training, a trainee will have a better understanding of the roles or responsibilities of those directly and indirectly involved in the funeral and even after the funeral is over. (Contact Hours: 20)

PHC 005 ECONOMY AND TRADE

Upon completion of this training, a trainee will have a better understanding of the economy and trade of Palau in the early days. (Contact Hours: 20)

PRESENTATIONS TRAINING

PRT 001 ACCELERATED READING

Upon completion of this training, a trainee will acquire the skills and knowledge in basic reading such as main ideas, supporting details, distinguishing between fact and opinion, organizational methods, dictionary skills, vocabulary, and using different parts of a book such as table of contents, bibliography, and glossary. These skills will be learned through guided readings as well as individualized readings. (Contact Hours: 50)

PRT 002 REPORT WRITING

Upon completion of this training, a trainee will acquire the skills and knowledge to write effective reports. This training includes but is not limited to simple narrative, book reports, police reports, and other specialized reports as indicated by the students' needs. It also covers mechanics, basic grammar, sentence structure, organization, format, proofreading, and editing. Computer skills are desirable but not required. (Contact Hours: 40)

PRT 003 EFFECTIVE PRESENTATIONS

Upon completion of this training, a trainee will acquire the skills and knowledge necessary to give an effective presentation using audio visual aids, flip charts, overhead projectors, computers, preparing handouts, sitting arrangements, etc. This training will take the participants from the opening to the closing of a presentation in which they will have an opportunity to practice the newly acquired skills. (Contact Hours: 20)

PRT 004 POWER POINT PRESENTATIONS

Upon the completion of this training, a trainee will acquire the skills and knowledge to be able to make complex information understandable using the power of graphics, pictures, slides, and Microsoft Power Point. Contact Hours: 10)

PRT 005 JOURNALISM TRAINING

Upon completion of this training, a trainee will be able to write and present news stories in a manner and style that is attractive to readers of any newspaper in Palau and elsewhere. (Contact Hours: 75)

RESIDENTIAL TRAINING**RT 001 RESIDENTIAL COST ESTIMATION**

Upon completion of this training, a trainee will have learned the different types of estimates, possible errors in estimating, estimating volume of soil, cubic yards of ready-mixed concrete block, estimating the number of raw material for concrete, estimating blocks and mortar, estimating forms lumber, sheathing, walls, framing, wall covering, ceiling, and roof. (Contact Hours: 10)

RT 002 HOME INSPECTION

Upon completion of this training, a trainee will acquire the basic skills and knowledge in home inspection. This training includes the alphabet lines, symbols and notations, the use of an architect,

engineering, and metric scale, the ability to sketch with/without drafting tools, becoming familiar with plumbing, welding, and electrical symbols as well as specification, how to interpret a set of plans, how to write daily and progress reports, and the ability to perform tests. (Contact Hours: 30)

RT 003 RESIDENTIAL WATER TANK CONSTRUCTION

Upon completion of this training, a trainee will acquire the skills and knowledge necessary to construct a residential water tank. This training includes lines, symbols and notations, architect scale, engineering scale, metric scale, sketching with/without drafting tools, designing and drawing of a water tank, reviewing mathematics, and estimating all the materials needed for the construction of a concrete water tank and/or a stainless steel tank. (Contact Hours: 30)

SPORTS FISHING AND DIVING CLASS**SFD 001 OPEN WATER SCUBA DIVING**

Upon completion of this training, a trainee will receive a certificate through NAUI as a certified open water scuba diver. (Contact Hours: 40)

SFD 002 FIXING SPEARGUN

Upon completion of this class, participants will be able to make their own spear-guns and understand the different types of wood used for spear-gun making and different spear-gun triggers and rods. (Contact Hours: 24)

SFD 003 FIXING SPEARS

Upon completion of this course, participants will be able to make their own spears. Participants will learn how to select better and stronger rods and handles, and learn how to tie the spear properly. (Contact Hours: 8)

SFD 004 FISH TRAP MAKING

Upon completion of this course, participants will be able to make their own fish traps. The course will cover both the traditional as well as modern use of materials to construct fish traps. Different techniques and applications to trap different fish will be covered. (Contact Hours: 32)

SFD 005 BOTTOM FISHING

Upon completion of this course, participants will be able to learn the basics of bottom fishing techniques and styles. Participants will learn

different ways of bottom fishing both inside and outside the reef. Different uses of rods, reels, hooks, weights, lures, baits and lines will be covered, including use of hand lines. (Contact Hours: 16)

SFD 006 SHORE/OFFSHORE CASTING

Upon completion of this course, participants will be able to learn various styles and techniques of shore and offshore casting. Participants will learn different techniques used in catching different kinds of fish. Different uses of fishing rods, reels, lures, weights, hooks, and baits will be covered. (Contact Hours: 16)

SFD 007 THROW NET CASTING

Upon completion of this course, participants will be able to apply different ways of throwing fishing nets and understand the different styles that match the different behaviors of fish. (Contact Hours: 16)

SFD 008 WEAVING FISHING NETS

Upon completion of this course, participants will be able to learn the basics of weaving fishing nets. Different materials for weaving will be explored. Participants will be able to repair their own nets (Contact Hours: 32)

SUMMER KIDS PROGRAM

SKP 001 KEYBOARDING

Upon completion of this training, a student will be able to use keyboarding skills to type a minimum of 10 words per minute as well as to create, edit, spell check, print, and save a document. Pre: None (Contact Hours: 40)

SKP 002 COMPUTER APPLICATION

Upon completion of this training, a student will acquire basic skills and understanding in the use of computer applications starting with Windows 95 and Microsoft Office, which includes Word, Excel, Access and Powerpoint. Pre: Keyboarding (Contact Hours: 40)

SKP 003 ENGLISH READING

Upon completion of this training, a student is expected to have increased his/her vocabulary with a formed habit of using a dictionary, improved his/her pronunciation and listening skills, and improved skills of interpreting written works. Pre: None (Contact Hours: 40)

SKP 004 ENGLISH WRITING

Upon completion of this training, a student will acquire an appreciation for writing as well as improve his/her creativity skills and techniques. Pre: None (Contact Hours: 40)

SKP 005 MATH

Upon completion of this training, a student will have improved his understanding of basic mathematics which include whole numbers, fractions, decimals, ratio and proportion, percent, positive and negative numbers, roots of numbers, and measurements in the English and metric system. Pre: None (Contact Hours: 40)

SKP 006 BASIC ARTS

Upon completion of this training, a student will acquire skills, and understanding and appreciation of a variety of art projects including basic drawing, painting, wall murals, print-making, sculptures and fabric designs. Pre: None (Contact Hours: 40)

SKP 007 MARINE SCIENCE

Upon completion of this training, a trainee will have acquired basic knowledge of marine science including the importance of corals and coral reefs in Palau, mangroves, sea-grass and seaweed identification, and endemic, endangered, and threatened marine species. (Contact Hours: 40)

SKP 008 SUMMER CAMPING

Upon completion of this training, a trainee will have acquired basic knowledge in summer camping, including spear-making, basket weaving, Palauan Chants, Palau customs, and how to adjust to being away from home for one week. (Contact Hours: 40)

SKP 009 MUSIC

Upon completion this training, a trainee will have learned to read simple music and understand the keyboard. Students will also have learned to appreciate music by understanding vocal techniques as well as understand music and culture to broaden their minds about the world around them. This course includes introduction to music theory, introduction to the keyboard, keyboard note spelling, introduction to Beethoven and Imesei and his compositions and Mozart, songs in Palauan, English, and Japanese singing in harmony, and music appreciation. (Contact Hours: 40)

TOURISM AND HOSPITALITY TRAINING**THT 001 CERTIFIED GUEST ROOM ATTENDANT**

Upon completion of this training, a trainee will be prepared for the Educational Institute of the American Hotel/Motel Association Guestroom Attendant certification exam. This training covers the basics of housekeeping, including the positions of Room Attendant, Linen Room Attendant, and Public Area Attendant. (Contact Hours: 20)

THT 002 CERTIFIED FRONT DESK REPRESENTATIVE

Upon completion of this training, a trainee will be prepared for the Educational Institute of the American Hotel/Motel Association Front Desk Representative certification exam. This training covers the basics of reservations, guest registration, check out, and front desk customer service skills. (Contact Hours: 20)

THT 003 CERTIFIED RESTAURANT SERVER

Upon completion of this training, a trainee will be prepared for the Educational Institute of the American Hotel/Motel Association Restaurant Server certification exam. This training covers the basics in dining room serving skills, learning the essentials in dining room set up, service stations, greeting, ordering, serving, clearing the table, and presenting the guest check. (Contact Hours: 20)

TECHNICAL TRAINING**TT 001 BASIC OXYACETYLENE**

Upon completion of this training, a trainee will acquire basic skills and knowledge to weld in compliance with the fundamentals of safe and effective welding. (Contact Hours: 80)

TT 002 SPECIAL WELDING FOR INTERESTED INDIVIDUALS

Upon completion of this training, a trainee will have acquired basic skills and knowledge in welding, cutting, and basic arc welding as well as how to use welding equipment safely. (Contact Hours: 30)

TT 003 BASIC MASONRY

Upon completion of this training, a trainee will acquire basic principles of construction involving foundation, interior and exterior trims, walls and

roof framing as well as proper handling of tools and materials. (Contact Hours: 80)

TT 004 BASIC AUTO MECHANIC

Upon completion of this training, a trainee will acquire basic skills and knowledge related to proper operation and maintenance of an automobile with emphasis on preventive maintenance. (Contact Hours: 80)

TT 005 AUTOMOTIVE SERVICE TENDANTS

Upon completion of this training, a trainee will have the basic skills and knowledge in how automobiles should be serviced and how to adjust various parts of automobiles to get the best possible performance. Emphasis is upon developing interest in proper maintenance, adjustment, and operation of automobiles and how various units of an automobile work. (Contact Hours: 30)

TT 006 BASIC SMALL ENGINE

Upon completion of this training, a trainee will acquire basic skills and knowledge related to proper operation and maintenance of small displacement internal combustion engines, which includes lawn mowers, chain saws, outboard motors, motorcycles, etc. (Contact Hours: 80)

TT 007 HEAVY EQUIPMENT MAINTENANCE

Upon completion of this training, a trainee will acquire basic skills and knowledge related to proper operation and maintenance of heavy equipment. (Contact Hours: 80)

TT 008 BICYCLE REPAIR & MAINTENANCE

Upon completion of this training, a trainee will acquire skills and knowledge related to proper procedures needed to repair and maintain a bicycle. (Contact Hours: 12)

TT 009 OUTBOARD MOTOR TRAINING

Upon completion of this training, a trainee will have acquired the basic knowledge and understanding of outboard motors, the model differences, performances, strengths, parts, lower unit, water pump, oil, seals, gear, identification of parts and number, engine problems, malfunctions, adjustments of carburetors and timing, electric part, and emergency procedures. (Contact Hours: 16)

TT 010 BASIC PHOTOGRAPHY

Upon completion of this training, a trainee will have acquired the basic skills in photography including the principles of photography, the different types of camera functions and operations, types of films, different lenses, lighting and use of flash, as well as solving photo taking problems.

(Contact Hours: 8)

TT 011 BASIC VIDEO FILMING & EDITING

Upon completion of this training, a trainee will have acquired the basic skills and knowledge in how to produce and edit video programs. Participants will have hands-on training and present their videos on the last day of class.

(Contact Hours: 24)

PALAU COMMUNITY COLLEGE

BOARD OF TRUSTEES

Mrs. Bilung Gloria Gibbons Salii	Chairperson
Mr. Masa-Aki Emesiochl	Vice Chairperson
Mrs. Valeria Toribiong	Secretary/Treasurer
Dr. Emais Roberts	Member
Mr. Buk Emil Ramarui	Member
Mr. Hamilton Maech	Student Trustee
Vacant	Advisory Member

EXECUTIVE COMMITTEE MEMBERS

Mr. Patrick Tellei	President
Vacant	Vice President, Education & Training
Mr. Jay Olegeriil	Interim Vice President, Administration
Mr. Thomas Taro	Interim Vice President, Coop. Research and Extension
Vacant	Director, Development
Vacant	Director, Human Resources
President	Faculty Senate Association
President	Student Body Association

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Lead Cook

Ultirakl, Emma
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