



# **2008 - 2012 General Catalog**

**Accredited by Accrediting Commission for Community and Junior Colleges (ACCJC)  
of the Western Association of Schools and Colleges (WASC)**

**BELOCHHEL**  
Cafeteria  
Student dining Room  
Tourism & Hospitality Classroom  
Restrooms

**TUTAU**  
Tourism and Hospitality Office

**ESUCH**  
Food Hall  
Police Academy  
Red Cross Office  
Restrooms

**KEDAM**  
Student Housing Office  
Lantern Room TV Lounge  
Recreation Office

**BIB**  
Dorm A  
Restrooms

**OLIK**  
Dorm B  
Restrooms

**LALIB**  
Dorm C  
Restrooms

**EWATEL**  
Security Office  
Health Resource Center

**MIRCH**  
Continuing Education  
Administration & Financial Aid  
Registration & Records  
Bookstore

**ESUCH**  
Counseling Office  
Upward Bound Office

**KSID**  
Distance Learning Center  
Storage  
Restrooms

**BADEBERT**  
Board Search  
Adult High School

**URMAL**  
Board Room  
President's Office  
Reception  
Human Resources Office  
Business Office  
Computer Room  
Student Services  
Student Body Association

**ESUCH**  
Counseling Office  
Upward Bound Office

**DORT**  
Library  
Project Room  
Development Office

**BTACHES**  
Computer Lab Classroom - Rm 60, 61, & 67  
Japanese Language Lab - Rm 64  
Classrooms - Rm 62, 63, 65, 66, 68, & 69  
Restrooms

**RELU**  
Classroom  
Talent Search/Adult High School

**URUR**  
Computer Aided Design Classroom - Rm 1  
Classroom - Rm 2  
Education Classroom - Rm 3

**TEMERAI**  
Academic Affairs  
Science Labs A & B  
Faculty Office 1  
Faculty Office 2  
Faculty Office 3  
Carpentry - Rm 29  
Agriculture - Rm 30  
Restrooms

**MELUIS**  
Writing Lab - Rm 31  
Classroom - Rm 32  
Welding shop - Rm 33  
Palau Wind Orchestra

**RELU**  
Classroom  
Talent Search/Adult High School

**URUR**  
Computer Aided Design Classroom - Rm 1  
Classroom - Rm 2  
Education Classroom - Rm 3

**BADEBERT**  
Board Search  
Adult High School

**ESUCH**  
Counseling Office  
Upward Bound Office

**ESUCH**  
Counseling Office  
Upward Bound Office

**ESUCH**  
Counseling Office  
Upward Bound Office

**ESUCH**  
Counseling Office  
Upward Bound Office

**ESUCH**  
Counseling Office  
Upward Bound Office

**ESUCH**  
Counseling Office  
Upward Bound Office

# **PALAU COMMUNITY COLLEGE**

Original 1989, Rev 1994, 1999, March 2008

ERNGUOL HIGHWAY

**SMUICEL**  
Classrooms - Rm 52, 53, 55, 58, & 59  
Faculty Office 4

**TEKRAK**  
CMP Computer Lab  
Electronics Classroom - Rm 44  
Air Condition & Refrigeration - Rm 16  
Electrical Shop - Rm 45  
Restrooms

**TEKRAK**  
Maintenance  
Cooperative Research & Extension/  
Upward Bound Math & Science  
AIEC/CAP  
WIA  
PIRC/SBDC  
Medical Clinic  
Online Computer Lab  
Classrooms - Rm 47, 48, & 49  
Tai Kwan Do Classroom - Rm 47A

**DEKEL**  
Child Care Center  
Commission on Education to Micronesia

**GENERAL CATALOG  
PALAU COMMUNITY COLLEGE**

**VOL. XV**

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.**

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**Website: [www.palau.edu](http://www.palau.edu)**

*Palau Community College is accredited by the Accrediting Commission for Community and Junior Colleges(ACCJC) 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.*

Palau Community College is an Equal Opportunity Employer



## MESSAGE FROM THE PRESIDENT



It gives me great pleasure to join the Board of Trustees, faculty, administrators and staff in welcoming you to Palau's institution of higher learning, Palau Community College (PCC).

Throughout its 80 year history, Palau Community College has been committed to improving the lives of people in Palau and the Micronesian region through its educational programs and training services. Today, this determination is stronger than ever as our 2008-2012 Catalog clearly states our Vision Statement, Mission Statement, and outlines numerous disciplines and hundred of courses that are offered at PCC.

What began as a small trade school in the 1920's has today expanded to become one of the region's choice post-secondary institutions, offering high quality academic programs as well as training in vocational fields to students from the Pacific region. Today your Palau Community College now serves students from Japan, China, Philippines, Taiwan, Korea, New Zealand, USA, Africa, Bangladesh, Nepal, Sri Lanka, Solomon Islands, in addition to students from Guam, Commonwealth of the Northern Mariana Islands, Federated States of Micronesia, Marshall Islands, and of course students from Palau. Moreover, in its unrelenting pursuit of quality education, Palau Community College has teamed up with San Diego State University in California to offer "non-traditional" online curriculum which opens up a world of opportunities for students to now pursue college degrees far beyond the standard two-year community college associate degree.

While we are proud of our institution's notable accomplishments over the decades, we remain grounded in our foremost belief which is to fulfill our students' educational and training needs. Thus, whether your goal is to pursue a college degree, obtain occupational training, or acquire a new skill, we welcome the challenge to serve you.

Finally, as a proud alumnus, it is my wish that I could serve as an ultimate testament that one can indeed embark on a journey to quality education here at PCC. I encourage you to join me and many other successful alumni who started their college careers at PCC, and today proudly call this fine institution of higher learning their Alma-Mater.

Thank you and I look forward to seeing you on campus.

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## 2008-2009 Academic Calendar

### FALL SEMESTER 2008

August	1 (F)	Faculty Report for Duty
August	4-8 (M-F)	Placement Testing
August	7 (TH)	Freshman Orientation
August	11-14 (M-TH)	Academic Advising & Registration
<b>August</b>	<b>18 (M)</b>	<b>First Day of Instruction</b>
August	18-20 (M-W)	Credit by Examination Period
August	18-22 (M-F)	Late Registration/Drop & Add Period
August	22 (F)	Last Day to change to CR/NC and AUDIT Grading options
September	1(M)	Holiday: Labor Day
<b>September</b>	<b>26(F)</b>	<b>Last Day to Remove Incomplete Grades for Summer</b>
October	1 (W)	Holiday: Independence Day
October	6-10 (M-F)	Mid-Term Period
<b>October</b>	<b>17 (F)</b>	<b>Last Day for All Withdrawals</b>
October	24 (F)	Holiday: UN Day
November	27 (TH)	Holiday: Thanksgiving Day
November	27-28 (TH-F)	Students' Thanksgiving Break
December	5 (F)	Last Day of Instruction
December	8-10 (M-W)	Final Examination Period
December	15 (M)	Grades Due
December	22 (M)	Last Day for Change of Grades

<b>2008</b> <b>AUGUST</b> S M T W T F S  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	<b>2008</b> <b>NOVEMBER</b> S M T W T F S  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
<b>2008</b> <b>SEPTEMBER</b> 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	<b>2008</b> <b>DECEMBER</b> 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
<b>2008</b> <b>OCTOBER</b> 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 2009

December	29-30 (M-T)	Placement Testing
January	5 (M)	Freshmen Orientation
January	6-8 (T-TH)	Academic Advising & Registration
<b>January</b>	<b>12 (M)</b>	<b>First Day of Instruction</b>
January	12-14 (M-W)	Credit by Examination Period
January	12-16 (M-F)	Late Registration/Drop & Add Period
January	16 (F)	Last Day to change CR/NC and AUDIT Grading options
<b>February</b>	<b>20 (F)</b>	<b>Last Day to Remove Incomplete Grades for Fall</b>
March	9-13 (M-F)	Mid-Term Period
March	16 (M)	Holiday: Youth Day
March	16-20 (M-F)	Students' Spring Break
<b>March</b>	<b>20 (F)</b>	<b>Last Day for All Withdrawals</b>
April	2 (TH)	PCC Charter Day
April	3 (F)	PCC Charter Day Celebration
May	5 (T)	Holiday: Senior Citizens' Day
May	8 (F)	Last Day of Instruction
May	11-13 (M-W)	Final Examination Period
May	13 (W)	Graduates' Grades Due
May	18 (M)	Grades Due
May	22 (F)	Commencement Exercises
May	25 (M)	Last Day for Change of Grades

<b>2009</b> <b>JANUARY</b> 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	<b>2009</b> <b>APRIL</b> 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
<b>2009</b> <b>FEBRUARY</b> 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	<b>2009</b> <b>MAY</b> 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
<b>2009</b> <b>MARCH</b> 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 2009

May	25-29 (M-F)	Placement Testing
May	28 (TH)	Freshman Orientation
June	1 (M)	Holiday: ROP Presidents' Day
June	2-4 (T-TH)	Academic Advising & Registration
<b>June</b>	<b>8 (M)</b>	<b>First Day of Instruction</b>
June	8-10 (M-W)	Credit by Examination Period
June	8-12 (M-F)	Late Registration/Drop & Add Period
June	12 (F)	Last Day to change to CR/NC and AUDIT Grading options
<b>June</b>	<b>26 (F)</b>	<b>Last Day to Remove Incomplete Grades for Spring</b>
June/July	29/3 (M-F)	Mid-Term Period
July	9 (TH)	Holiday: Constitutional Day
<b>July</b>	<b>10 (F)</b>	<b>Last Day for All Withdrawals</b>
July	31 (F)	Last Day of Instruction
August	3-5 (M-W)	Final Examination Period
August	7 (F)	Grades Due
August	14 (F)	Last Day for Change of Grades

2009 MAY							2009 JULY						
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	
31													

2009 JUNE							2009 AUGUST						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6							1
7	8	9	10	11	12	13	2	3	4	5	6	7	8
14	15	16	17	18	19	20	9	10	11	12	13	14	15
21	22	23	24	25	26	27	16	17	18	19	20	21	22
28	29	30					23	24	25	26	27	28	29
							30	31					

## 2009-2010 Academic Calendar

### FALL SEMESTER 2009

August	3 (M)	Faculty Report for Duty
August	3-7 (M-F)	Placement Testing
August	6 (TH)	Freshman Orientation
August	10-13 (M-TH)	Academic Advising & Registration
<b>August</b>	<b>17 (M)</b>	<b>First Day of Instruction</b>
August	17-19 (M-W)	Credit by Examination Period
August	17-21 (M-F)	Late Registration/Drop & Add Period
August	21 (F)	Last Day to change to CR/NC and AUDIT Grading options
September	7 (M)	Holiday: Labor Day
<b>September</b>	<b>25 (F)</b>	<b>Last Day to Remove Incomplete Grades for Summer</b>
October	1 (TH)	Holiday: Independence Day
October	5-9 (M-F)	Mid-Term Period
<b>October</b>	<b>16 (F)</b>	<b>Last Day for All Withdrawals</b>
October	23 (F)	Holiday: UN Day
November	26 (TH)	Holiday: Thanksgiving Day
November	26-27 (TH-F)	Students' Thanksgiving Break
December	4 (F)	Last Day of Instruction
December	7-9 (M-W)	Final Examination Period
December	14 (M)	Grades Due
December	21 (M)	Last Day for Change of Grades

2009 AUGUST							2009 NOVEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	1	2	3	4	5	6	7
2	3	4	5	6	7	8	8	9	10	11	12	13	14
9	10	11	12	13	14	15	15	16	17	18	19	20	21
16	17	18	19	20	21	22	22	23	24	25	26	27	28
23	24	25	26	27	28	29	29	30					
30	31												

2009 SEPTEMBER							2009 DECEMBER						
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	8	9	10	11	12	6	7	8	9	10	11	12
13	14	15	16	17	18	19	13	14	15	16	17	18	19
20	21	22	23	24	25	26	20	21	22	23	24	25	26
27	28	29	30				27	28	29	30	31		

2009 OCTOBER													
S	M	T	W	T	F	S							
					1	2							
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 2010

January	1 (F)	Holiday: New Year's Day
January	4-8 (M-F)	Placement Testing
January	7 (TH)	Freshmen Orientation
January	11-14 (M-TH)	Academic Advising & Registration
<b>January</b>	<b>18 (M)</b>	<b>First Day of Instruction</b>
January	18-20 (M-W)	Credit by Examination Period
January	18-22 (M-F)	Late Registration/Drop & Add Period
January	22 (F)	Last Day to change to CR/NC and AUDIT Grading options
<b>February</b>	<b>26 (F)</b>	<b>Last Day to Remove Incomplete Grades for Fall</b>
March	8-12 (M-F)	Mid-Term Period
March	15 (M)	Holiday: Youth Day
March	15-19 (M-F)	Students' Spring Break
<b>March</b>	<b>19 (F)</b>	<b>Last Day for All Withdrawals</b>
April	2 (F)	PCC Charter Day Celebration
April	2 (F)	PCC Charter Day
May	5 (W)	Holiday: Senior Citizens' Day
May	14 (F)	Last Day of Instruction
May	17-19 (M-W)	Final Examination Period
May	19 (W)	Graduates' Grade Due
May	24 (M)	Grades Due
May	28 (F)	Commencement Exercises
May	31 (M)	Last Day for change of Grades

<b>2010</b> <b>JANUARY</b> 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	<b>2010</b> <b>APRIL</b> 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
<b>2010</b> <b>FEBRUARY</b> 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	<b>2010</b> <b>MAY</b> 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
<b>2010</b> <b>MARCH</b> 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 2010

May/June	31/2 (M-W)	Placement Testing
June	1 (T)	Holiday: ROP Presidents' Day
June	3 (TH)	Freshmen Orientation
June	3-4 (TH-F)	Academic Advising & Registration
<b>June</b>	<b>7 (M)</b>	<b>First Day of Instruction</b>
June	7-9 (M-W)	Credit by Examination Period
June	7-11 (M-F)	Late Registration/Drop & Add Period
June	11 (F)	Last Day to change to CR/NC and AUDIT Grading options
<b>June</b>	<b>25 (F)</b>	<b>Last Day to Remove Incomplete Grades for Spring</b>
June/July	28-2 (M-F)	Mid-Term Period
<b>July</b>	<b>8 (TH)</b>	<b>Last Day for All Withdrawals</b>
July	9 (F)	Holiday: Constitutional Day
July	30 (F)	Last Day of Instruction
August	2-4 (M-W)	Final Examination Period
August	6 (F)	Grades Due
August	13 (F)	Last Day for change of Grades

<b>2010</b> <b>MAY</b> 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	<b>2010</b> <b>JULY</b> 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
<b>2010</b> <b>JUNE</b> 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	<b>2010</b> <b>AUGUST</b> 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

## 2010-2011 Academic Calendar

### FALL SEMESTER 2010

August	2 (M)	Faculty Report for Duty
August	2-6 (M-F)	Placement Testing
August	5 (TH)	Freshmen Orientation
August	9-12 (M-TH)	Academic Advising & Registration
<b>August</b>	<b>16 (M)</b>	<b>First Day of Instruction</b>
August	16-18 (M-W)	Credit by Examination Period
August	16-20 (M-F)	Late Registration/Drop & Add Period
August	20 (F)	Last Day to change to CR/NC and AUDIT Grading options
September	6 (M)	Holiday: Labor Day
<b>September</b>	<b>24 (F)</b>	<b>Last Day to Remove Incomplete Grades for Summer</b>
October	1 (F)	Holiday: Independence Day
October	4-8 (M-F)	Mid-Term Period
<b>October</b>	<b>15 (F)</b>	<b>Last Day for All Withdrawals</b>
October	25 (M)	Holiday: UN Day
November	25 (TH)	Holiday: Thanksgiving Day
November	25-26 (TH-F)	Students' Thanksgiving Break
December	3 (F)	Last Day of Instruction
December	6-8 (M-W)	Final Examination Period
December	13 (M)	Grades Due
December	20 (M)	Last Day for change of Grades

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### SPRING SEMESTER 2011

January	4-7 (T-F)	Placement Testing
January	6 (TH)	Freshmen Orientation
January	10-13 (M-TH)	Academic Advising & Registration
<b>January</b>	<b>17 (M)</b>	<b>First Day of Instruction</b>
January	17-19 (M-W)	Credit by Examination Period
January	17-21 (M-F)	Late Registration/Drop & Add Period
January	21 (F)	Last Day to change to CR/NC and AUDIT Grading options
<b>February</b>	<b>25 (F)</b>	<b>Last Day to Remove Incomplete Grades for Fall</b>
March	7-11 (M-F)	Mid-Term Period
March	15 (T)	Holiday: Youth Day
March	14-18 (M-F)	Students' Spring Break
<b>March</b>	<b>18 (F)</b>	<b>Last Day for All Withdrawals</b>
April	1 (F)	PCC Charter Day Celebration
April	2 (SA)	PCC Charter Day
May	5 (TH)	Holiday: Senior Citizens' Day
May	13 (F)	Last Day of Instruction
May	16-18 (M-W)	Final Examination Period
May	18 (W)	Graduates' Grade Due
May	23 (M)	Grades Due
May	27 (F)	Commencement Exercises
May	30 (M)	Last Day for change of Grades

<div>2011 JANUARY</div> <table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr><tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr><tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr><tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr><tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr><tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr></table>	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						<div>2011 APRIL</div> <table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1 2</td></tr><tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr><tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr><tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr></table>	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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## SUMMER SESSION 2011

May/June	30/3 (M-F)	Placement Testing
June	1 (W)	Holiday: ROP Presidents' Day
June	2 (TH)	Freshmen Orientation
June	6-9 (M-TH)	Academic Advising & Registration
<b>June</b>	<b>13 (M)</b>	<b>First Day of Instruction</b>
June	13-15 (M-W)	Credit by Examination Period
June	13-17 (M-F)	Late Registration/Drop & Add Period
June	17 (F)	Last Day to change to CR/NC and AUDIT Grading options
<b>July</b>	<b>1 (F)</b>	<b>Last Day to Remove Incomplete Grades for Spring</b>
July	4-7 (M-TH)	Mid-Term Period
July	8 (F)	Holiday: Constitutional Day
<b>July</b>	<b>15 (F)</b>	<b>Last Day for All Withdrawals</b>
August	5 (F)	Last Day of Instruction
August	8-10 (M-W)	Final Examination Period
August	12 (F)	Grades Due
August	19 (F)	Last Day for change of Grades

2011 MAY							2011 JULY						
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2011 JUNE							2011 AUGUST						
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## 2011-2012 Academic Calendar

### FALL SEMESTER 2011

August	1 (M)	Faculty Report for Duty
August	8-12 (M-F)	Placement Testing
August	11 (TH)	Freshmen Orientation
August	15-18 (M-TH)	Academic Advising & Registration
<b>August</b>	<b>22 (M)</b>	<b>First Day of Instruction</b>
August	22-24 (M-W)	Credit by Examination Period
August	22-26 (M-F)	Late Registration/Drop & Add Period
August	26 (F)	Last Day to change to CR/NC and AUDIT Grading options
September	5 (M)	Holiday: Labor Day
<b>September</b>	<b>30 (F)</b>	<b>Last Day to Remove Incomplete Grades for Summer</b>
October	3 (M)	Holiday: Independence Day
October	10-14 (M-F)	Mid-Term Period
<b>October</b>	<b>21 (F)</b>	<b>Last Day for All Withdrawals</b>
October	24 (M)	Holiday: UN Day
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
December	26 (M)	Last Day for change of Grades

2011 AUGUST							2011 NOVEMBER						
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2011 SEPTEMBER							2011 DECEMBER						
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## SPRING SEMESTER 2012

January	2 (M)	Holiday: New Year's Day
January	3-6 (T-F)	Placement Testing
January	5 (TH)	Freshmen Orientation
January	9-12 (M-TH)	Academic Advising & Registration
<b>January</b>	<b>16 (M)</b>	<b>First Day of Instruction</b>
January	16-18 (M-W)	Credit by Examination Period
January	16-20 (M-F)	Late Registration/Drop & Add Period
January	20 (F)	Last Day to change CR/NC and AUDIT Grading options
<b>February</b>	<b>24 (F)</b>	<b>Last Day to Remove Incomplete Grades for Fall</b>
March	5-9 (M-F)	Mid-Term Period
March	15 (TH)	Holiday: Youth Day
March	12-16 (M-F)	Students' Spring Break
<b>March</b>	<b>16 (F)</b>	<b>Last Day for All Withdrawals</b>
April	2 (M)	PCC Charter Day
April	6 (F)	PCC Charter Day Celebration
May	11 (F)	Last Day of Instruction
May	4 (F)	Holiday: Senior Citizens' Day
May	14-16 (M-W)	Final Examination Period
May	16 (W)	Graduates' Grades Due
May	21 (M)	Grades Due
May	25 (F)	Commencement Exercises
May	28 (M)	Last Day for change of Grades

<b>2012</b> <b>JANUARY</b> 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	<b>2012</b> <b>APRIL</b> 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
<b>2012</b> <b>FEBRUARY</b> 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	<b>2012</b> <b>MAY</b> 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
<b>2012</b> <b>MARCH</b> 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 2012

May	28-31 (M-TH)	Placement Testing
May	31 (TH)	Freshmen Orientation
June	1 (F)	Holiday: ROP Presidents' Day
June	4-7 (M-TH)	Academic Advising & Registration
<b>June</b>	<b>11 (M)</b>	<b>First Day of Instruction</b>
June	11-13 (M-W)	Credit by Examination Period
June	11-15 (M-F)	Late Registration/Drop & Add Period
June	15 (F)	Last Day to change CR/NC and AUDIT Grading options
<b>June</b>	<b>29 (F)</b>	<b>Last Day to Remove Incomplete Grades for Spring</b>
July	2-6 (M-F)	Mid-Term Period
July	9 (M)	Holiday: Constitutional Day
<b>July</b>	<b>13 (F)</b>	<b>Last Day for All Withdrawals</b>
August	3 (F)	Last Day of Instruction
August	6-8 (M-W)	Final Examination Period
August	10 (F)	Grades Due
August	17 (F)	Last Day for change of Grades

<b>2012</b> <b>MAY</b> 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	<b>2012</b> <b>JULY</b> 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
<b>2012</b> <b>JUNE</b> 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	<b>2012</b> <b>AUGUST</b> 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



MOC Shops Buildings 1975



Technical Education Buildings 2008



MOC Typing Class 1984



MOC Dental Nursing Class 1981



PCC Graduation Day 2007



MOC Spring Graduation 1975



PCC Students Tuesday Night Program 2008



Computer Laboratory Classroom 2008



## **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 Micronesian 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 Micronesian 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 on October 1, 1977, joined into a single post-secondary educational system the Micronesian Occupational Center and the Community College of Micronesia (which included the CCM-affiliated School of Nursing). In May 1978, Micronesian Occupational Center officially became Micronesian Occupational College, a distinct and complementary part of the College of Micronesia. In September 1987, a treaty among the Republic of the 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, Micronesian 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 accreditation by the Western Association of Schools and Colleges. 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. After the site visit and review of the institutional self-

evaluation in 2003, Palau Community College received reaffirmation and was granted a six-year term. Palau Community College will be up for its next self study evaluation in 2010. The College has been accredited by the Western Association of Schools and Colleges (WASC) for the last thirty-one (31) years.

## **VISION STATEMENT**

**“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 its 1<sup>st</sup> 10 Year Master Plan implementation in 2007. The College is working on its 2<sup>nd</sup> 10 Year Master Plan to be implemented in Fall 2008. The following areas serve as the 8 cornerstone of the 2<sup>nd</sup> 10 Year Master Plan.

## **FUNDING**

## **INSTITUTIONAL CULTURE**

## **STUDENT RETENTION**

## **CURRENT AND NEW PROGRAMS**

## **FACILITIES**

## **TECHNOLOGY**

## **PUBLIC RELATIONS AND MARKETING**

## **LEARNING RESOURCES**

## **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; become aware of skills and knowledge required to comprehend the changing world; acquire basic principles and concepts that are part of different disciplines, and 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.

## **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)**

Annually, Palau Community College informs students of the Family Educational Rights and Privacy Act of 1974, as amended. This Act, with which the institution complies fully, was designated to protect the privacy of educational records. The Family Educational Rights and Privacy Act (FERPA) afford 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.

The following is considered "Directory Information" at the College and will be made available to the general public unless the students notify the Office of the Registrar and Records in person or in writing before the last day to add classes: Student's name, telephone number, mailing address, major field of study, participation in the officially recognized activities and sports, dates of enrollment, honors, awards, degrees

completed and dates of degrees conferred, and institutions attended prior to admission to PCC.

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:

- Brigham Young University-Hawaii
- Chaminade University of Honolulu
- College of Micronesia-FSM
- Grand Valley State University
- Hawaii Pacific University
- Japan Aviation Academy
- National University
- Occidental College
- Pacific Islands Bible College
- San Diego State University
- University of Guam
- University of Hawaii-Hilo
- University of Hawaii-West Oahu
- University of the Ryukyus
- Waseda University
- Western Governors University

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

## **PHI THETA KAPPA INTERNATIONAL HONOR SOCIETY**

### **PCC Chapter: (BETA OMICRON ZETA CHAPTER) – Chartered March 3, 2006**

Phi Theta Kappa is an International Honor Society for Community Colleges. The purpose of Phi Theta Kappa shall be to recognize and encourage scholarship among two-year college students. To

achieve this purpose, Phi Theta Kappa shall provide opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence. Phi Theta Kappa was founded in 1918 by two-year college presidents in Missouri. The founders were seeking to recognize scholastic achievement by their students, and to establish a common purpose and standard for honors organizations on their different campuses.

Today, Phi Theta Kappa is the largest honor society in American higher education with more than 2 million members and 1, 200 chapters located in all 50 of the United States, U.S. territories, Canada, Germany, British Virgin Islands and the Pacific Rim. Phi Theta Kappa International Honor Society offers scholarships worth thirty-five (35) million dollars annually to its members.

**Eligibility Requirements:** A Student must have a cumulative grade point average (CGPA) of 3.5, and has completed at least 12 credit hours at Palau Community College. Interested students may contact Phi Theta Kappa advisors@ 488-2690, or the Office of Student Life.

## 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 a form of sexual discrimination that violates PCC Personnel Rules & Regulations, § 14.5.15.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature constitute sexual harassment when this conduct explicitly or implicitly affects an

individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.



Micronesia Occupational College parking lot, 1980

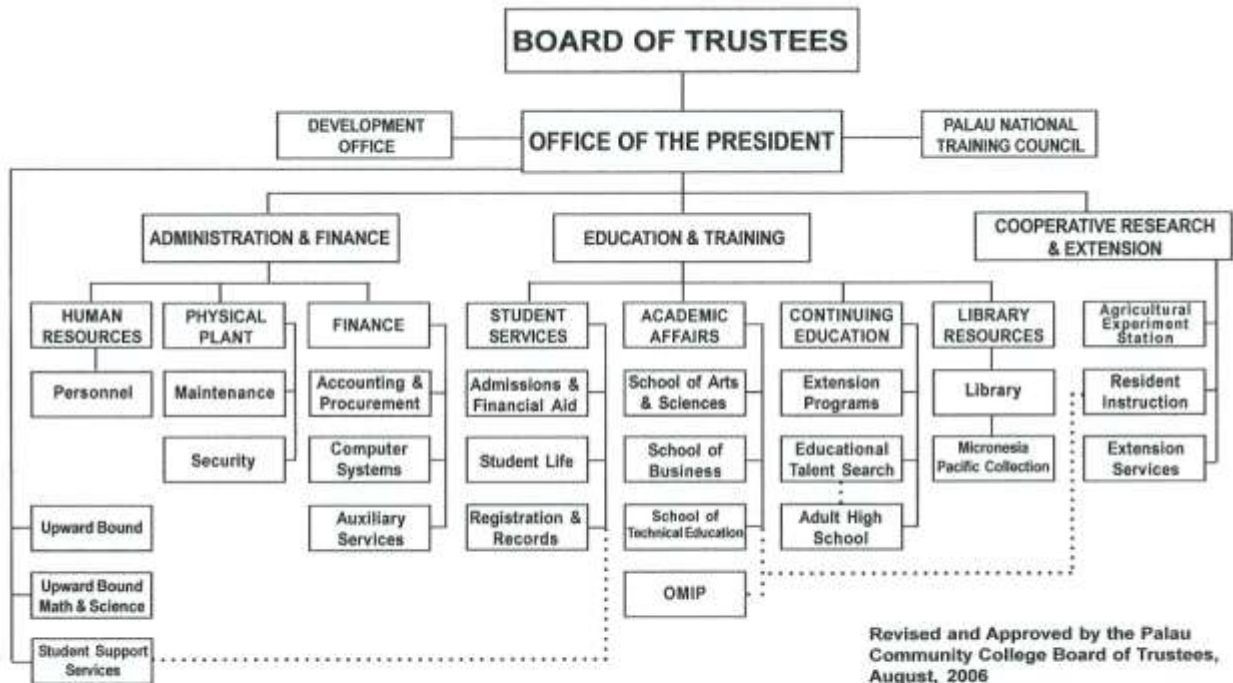


Front of Palau Community College, 2007



PCC Board of Trustees members and the Accreditation Team, 2003

## ORGANIZATION OF THE COLLEGE



*Bilung Gloria G. Salii*  
Bilung Gloria G. Salii  
Chairperson of the Board

Adopted August 1994  
Revised August 2006

### 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: Administration & Finance, Education and Training, and Cooperative Research & Extension.



## ADMINISTRATION & FINANCE



MOC Students 1974



Fall Registration 2007



MOC Sign



PCC Dorm Residents Men's Retreat 2007



PCC Sign

The Administration & Finance Department exists to provide support services that 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 receivable and 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 AND EXTENSION



CRE Station at Ngermeskang, Ngaremlengui



Ngermeskang, Ngaremlengui



Greenhouse at Ngermeskang



Faculty & Staff planting trees at Ngermeskang

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 implements 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 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.



Ngermeskang, Ngaremlengui



Ngermeskang, Ngaremlengui



## EDUCATION AND TRAINING



Marine/Environmental Science Student



PCC student English Tutoring Session



Computers at the Library Research Area



PCC students at JPF Bridge

The following college functions come under the administration of Education and Training Department: Academic Affairs Division, Student Services Division, Continuing Education Division, and Library Resources 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 twenty two (22) areas in order to meet the needs of the Micronesian community.

#### School of Arts and Sciences

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

- Nursing
- Palauan Studies – (Proposed)
- Science Technology Engineering Mathematics Disciplines Program – (Proposed)

#### School of Business

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

#### School of Technical Education

- Air Conditioning and Refrigeration Technology
- Architectural Drafting – (Proposed)
- Automotive Body Repair – (Proposed)
- 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. The Division supports the mission of Palau Community College by providing programs, services and experiences which support and enrich students' educational and personal growth by contributing to their intellectual, social, physical and emotional development.

These services and programs include admissions and financial aid, orientation, academic advising, career and personal counseling, registration and records, on campus housing, co-curricular activities, intramurals, athletics, student government, clubs and organizations.

### ADMISSIONS & FINANCIAL AID

This unit is responsible for the student recruitment and enrollment to the college and administering federal student financial aid program, and Federal Work-Study Program.

### FINANCIAL AID

Financial aid is money for college. It is composed of federal and non-federal monetary assistance that is intended to help students meet college expenses.

#### Federal Financial Aid

Federal student aid is financial assistance by the United States 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.

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 and parents submit. All the information will be kept confidential.

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 (job opportunity for students to work part-time to earn money to help pay for school expenses).

Eligibility requirements for Federal Pell Grant, Federal SEOG, and Federal Work-Study, are determined by Federal rules and include the following:

Applicant must:

1. Have obtained a high school diploma or a General Education Development (GED) Certificate or demonstrate an ability to benefit from the course of study by passing an approved ability-to-benefit test by the U.S. Department of Education. See the financial aid administrator for more information.
2. Be enrolled as a classified student working toward a degree or certificate in an eligible program.
3. Be a U.S citizen or eligible non-citizen (permanent resident) FSM, the Marshall Islands and Palau citizens.
4. Have financial need as demonstrated through application of the FAFSA.
5. Have a valid U.S. Social Security Number (FSM, the 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 a repayment on federal student grants.
8. Be registered with the Selective Services, if required by law.
9. Make Satisfactory Academic Progress toward the completion of degree or certificate according to financial aid satisfactory policy based on the current year's financial aid handbook.



## **Federal Student Grant**

Federal Pell Grants – The grants do not need to be repaid. Generally, the Federal Pell Grants are awarded only to undergraduate students who have not earned bachelor's degrees.

Students are automatically considered for a Federal Pell Grant when they file the FAFSA. Students may receive a Federal Pell Grant for enrollment in one or more credits.

The amount of the grant is determined by using the payment schedule issued to all eligible institutions by the U.S. Department of Education which is based on the Expected Family Contribution (EFC), the student enrollment status (whether you are a full-time, three fourth time, half-time or less than half-time student), the period of enrollment, and the cost of education. A student must be enrolled and eligible for payment at the time the SAR or ISIR is received.

## **Supplemental Educational Opportunity Grant (SEOG)**

Federal Supplemental Educational Opportunity Grant (SEOG) – SEOG is for undergraduate students with exceptional financial need. Students may receive an 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.

## **Academic Competitiveness Grant (ACG)**

Academic Competitiveness Grant is available to full-time students seeking a degree and receiving a Federal Pell Grant. Students must be US citizens that have completed rigorous secondary school programs of study with four years of English, three years of Mathematics, Sciences and Social Studies, and one year of Foreign Language. Contact the Director of Admissions & Financial aid for specific subjects that fulfill above requirements.

## **Student Employment**

Federal Work-Study (FWS) – The Federal Work-Study program provides part-time jobs for undergraduate students who need financial aid to help pay for their educational expenses.

Many jobs are designed to assist students in providing work experience in their majors.

Federal Work-Study award depends on when students apply, their financial needs, and the funding level at PCC. The Work-Study wages are based on the duties and skills required of each particular position.

College Work Opportunity (CWO) – The College Work Opportunity is a part-time employment that is available for those qualified students to help pay for their college cost.

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

## **Applying for Financial Aid**

The Free Application for Federal Student Aid (FAFSA) is the required application for need-based financial aid at PCC.

Financial aid application will not be processed until all the required documents and forms are received by the Office of Admissions & Financial Aid.

To be considered for financial aid at PCC, an applicant must:

1. Be accepted for admission and enrolled (or currently enrolled) in an eligible degree or certificate program.
2. Have filed the Free Application for Federal Student Aid. PCC Federal School Code is 011009. The FAFSA is available at the PCC Office of Admissions & Financial Aid, other colleges or universities financial aid offices, at high school guidance offices, and at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Financial aid is not automatically renewable and must be filed every year. Applicants who file a FAFSA will automatically be considered for Federal Pell Grant and Federal Supplemental Educational Opportunity Grants.
3. Submit the appropriate copies of the Wage and Tax Statement (s) or Federal Tax Returns (completed 1040 forms).

4. Submit a copy of his/her passport or birth certificate for citizenship verification purposes.

For additional financial aid information, refer to the Student Financial Aid Handbook or contact the Office of Admissions & Financial Aid.

### **Veterans Administration Benefits**

Palau Community College is an approved educational institution for education and training under the Veteran's Educational Assistance Act (GI Bill). Information regarding eligibility, entitlement and types of training authorized may be obtained from the Office of Admissions & Financial Aid.

### **Non-Federal Funds**

Non-federal funds include state/republic scholarships (as well as grants and loans) and private scholarships. The following are some of the scholarships available to Palau Community College students:

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 its respective citizens. The Office of Admissions & Financial Aid helps students seek and file applications for state/republic scholarships. For detailed information, contact the Office of Admissions & Financial Aid or your respective state scholarship offices.

Private Foundations/Scholarships – PCC offers a number of privately sponsored/funded scholarships to qualified students. The PCC Development Office assists students in seeking and filing applications for scholarships. Requirements for each scholarship vary and full information and application forms are available at the Development Office.

## **STUDENT LIFE AND HOUSING**

This unit is responsible for students' counseling, academic advising, student housing program, development and implementation of co-curricular programs, recreational activities, coordination of

freshmen orientation, and dormitory study hall tutoring services.

### **Counseling**

Counseling is available to all students. Students may visit the Office of Student Life at Miich Building for counseling services from Monday – Friday between the hours of 8:00 a.m. and 5:00 p.m. Counselors provide students with personal counseling, vocational guidance and social support. Counselors help students develop personal awareness and skills necessary to overcome problems, to grow and develop in a way that will allow them to take advantage of the educational opportunities at PCC.

### **Academic Advising**

Academic advising helps students clarify their educational and career goals; helps provide or direct students to available resources; assists students in the selection of their courses and monitors students' academic progress. Students may either see advisors through scheduled appointments or on walk-in basis at the Office of Student Life.

### **Student Housing**

The college has three on-campus housing for students which accommodate up to 116 student residents in single (limited), double, and triple occupancy rooms. The three (3) residence halls are two-story concrete buildings with a centralized T.V. lounge, recreational facility, a laundry room.

There are two buildings of single and double rooms with a centralized bathroom on each floor, two small lounges and study halls on the second floors. The third residence hall has triple occupancy rooms with private bathrooms and a centralized 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; residents are assigned to clean common areas in the buildings and surrounding premises.

Guidelines for living in Palau Community College dormitories are established to protect the health, safety, and social welfare of all community members; to provide a climate conducive to learning; to promote honesty, respect and trust among residents; 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 is entitled to a safe and secure environment in which to reside and pursue his or her educational objectives. All information concerning rates and food service are included in the housing application available at the Office of Student Life. Interested applicants may obtain an application form by contacting the following address:

Office of Student Life  
Palau Community College  
P.O. Box 9  
Koror, Republic of Palau 96940  
E-Mail: deio@palau.edu

### **Recreation (Student Activities)**

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

Intramural basketball, volleyball, co-ed softball and table tennis tournaments are planned and organized at the beginning of each semester for all registered students. Students may also try out for selection to play for the Mesekiu Baseball team for the Palau Major League, Mesekiu Basketball team for the Palau National Basketball League or Mesekiu Volleyball (female/male) team for the Palau Volleyball Federation League. College Athletic Scholarship is available, for more information, visit Student Services Division office located at Ukall Building.

### **Student Health Services**

The College does not operate a student health clinic on campus. However, the College, under

contractual agreement with the National Hospital, will provide basic health services to classified/degree students who are assessed a health fee. The nominal fee of \$20 will cover the basic health services while other services may be billed to the student/patient.

### **Student Mailing Address**

Students may wish to rent a mailbox at the Republic of Palau Post Office or may choose to utilize the Student Services' Post Office box. The Student Services' postal address is as follows:

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

With this address, mail may be picked up at the Office of Student Services located at Ukall Building, from Monday to Friday between 8:00 a.m and 5:00 p.m.

### **REGISTRAR & RECORDS**

The Registrar and Records provides services to students, alumni, faculty, and staff by maintaining academic records; reporting various data for decision-making and planning; evaluating transcripts; registering students for classes; assisting in class scheduling adjustments; change of major/name and other services.

### **STUDENT DEVELOPMENT**

#### **Student Organizations**

All registered students in degree programs are regular members of the Associated Students of Palau Community College (ASPCC). Four officers and ten senators within the framework of a constitution and its bylaws govern the ASPCC. The officers and senators are elected annually to form the student senate and they are responsible for administering the affairs of the ASPCC. The association is responsible for the general welfare of the student body.

Most republics/states represented on campus have formed republic/state organizations the

purposes of which are to build support systems 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 college clubs/organizations 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 on or off campus.

### **Student Publications**

Publication of a student newsletter and the yearbook is the responsibility of the ASPCC. 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, checking mails, 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.

### **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 additional 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

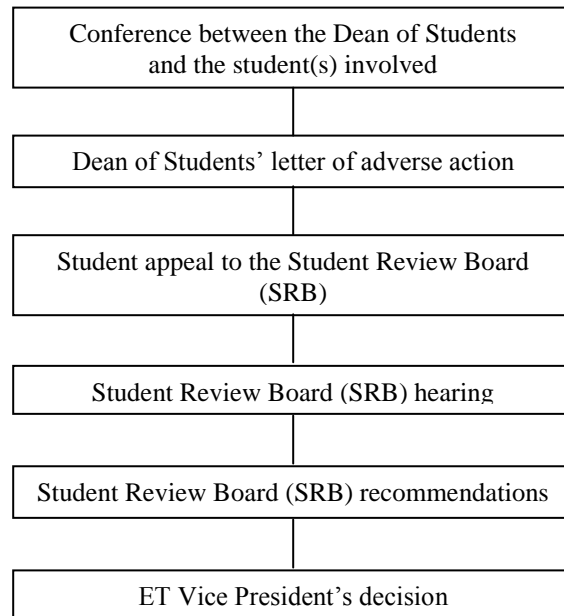
### **Students' Rights in Due Process**

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 by 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.

## **CONTINUING EDUCATION DIVISION**

The Continuing Education Division (CE) 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 applications, 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, trainers and facilities, CE sets the minimum number of participants at ten (10) for each program offered and reserves the right to change this number. Certificates of enrichment/completion are awarded to individuals who fulfill established program requirements. Refer to pages 105-127 for CE course listing.

### **Workshop Units**

Workshop units are awarded to short-term courses that do not meet prerequisite requirements. The units WILL NOT be used to fulfill major requirements for given programs.

### **Admissions Requirements**

There are no admissions requirements 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 to advanced level programs.

### **Program Schedule and Location**

Programs are offered throughout the year. Most programs are offered during late afternoons and evenings, weekends, holidays and school breaks. Program offerings are also accessible to all the 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, trainer cost, materials to be used in the training, equipment, and facility and administrative costs. A minimum number of the participants, is usually set to help reduce the fees to affordable levels. The fees charged for programs are based on the criteria mentioned above and range between five dollars to over a hundred dollars per person. Since there is no federal financial assistance available to the participants attending CE programs, CE encourages individuals or groups who are interested in attending trainings to seek other sources of funding.

### **Adult High School**

The PCC Adult High School, established in fall 2000, serves members of the community who have not earned high school diplomas 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 another individuals for those desiring entry into 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.

### **HOW TO APPLY:**

The PCC Adult High School (AHS) program is on a semester schedule, offering courses during the fall,

spring and summer semesters. Classes are offered from 8:00 a.m. – 8:00 p.m., from Monday through Thursday. Students may apply at any time during the year. Application forms may be obtained at the AHS Office at Palau Community College, telephone number 488-0826, or 488-2471, ext. 244.

Courses will be offered at any state in Palau where ten or more students have registered to participate in the AHS program. Anyone interested may call Palau Community College Continuing Education at phone number 488-2471 or 268, or PCC adult High School at phone number 488-0826.

### **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 an additional four years, from SY 2008 to 2012. The program seeks to meet the learning needs of eligible students from the sixth through the twelfth grades so that they are more successful in achieving a high school diploma and continuing on to pursue postsecondary degrees.

The Talent Search program identifies and assists individuals from socioeconomically disadvantaged backgrounds who have the potential to succeed in higher education. The program provides academic, career, and financial counseling to its participants and encourages them to graduate from high school and continue on to the postsecondary institutions of their choice. Talent Search also serves high school dropouts by encouraging them to re-enter the education system and complete their education. The goal of Talent Search is to increase the number of socioeconomically disadvantaged youths who complete high school and enroll in postsecondary education institutions of their choice. Eligible applicants are students between the ages of 11 and 27 and have completed the fifth grade. In any given project, two-third of the participants must be first-generation college students from low-income families.

## **LIBRARY RESOURCES DIVISION**

The Library provides information, resources and services necessary to support academic programs and research for faculty, students, staff, and the college administration. It has collections totaling over 23,000, and serves not only the college, but also all the schools in Palau. In addition, the library serves as a community resource; therefore, it's 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 Library has a fiction collection, and 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 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 provides electronic information services. The online catalog is accessible to all users through two computer workstations and 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.

A variety of information access services are available at the Library: reference, circulation, course reserve, holds, interlibrary loans, access to special collections, and photocopying. Color photocopying and scanning services are also available. The library staff provide individualized and group instruction for the use of library resources among which are both print and electronic formats. The Library's network of regional and international library alliances enables PCC's interlibrary loan service to provide timely access to materials not held in the Library.

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



MOC Library



PCC Library



PCC Library

## TRIO PROGRAMS



President Tellei with Upward Bound Staff & Students



SSS – Project Beacon study skills workshop



Upward Bound Math & Science students



Educational Talent Search Students

The Federal TRIO Programs are educational opportunity outreach programs designed to motivate and support students from socioeconomically disadvantaged backgrounds. TRIO includes six outreach and support programs targeted to serve and assist low-income, first generation college students and students with disabilities to progress through the academic pipeline from middle school to postbaccalaureate programs. TRIO also includes a training program for directors and staff of TRIO projects, and a dissemination partnership program to encourage the replication of adaptation of successful practices of TRIO projects at institutions and agencies that do not have TRIO grants.

Currently, there are four TRIO Programs at Palau Community College.

### UPWARD BOUND PROGRAM (UB)

Upward Bound provides fundamental support to participants in their preparation for college entrance. The program provides opportunities for participants to succeed in their pre-college performance and ultimately in their higher education pursuits. Upward Bound serves: high schools students from low-income families and high school students from families in which neither parent holds a bachelor's degree. The goal of Upward Bound is to increase the rate at which participants complete secondary

education and enroll in and graduate from institutions of postsecondary education. Upward Bound provides academic instruction in mathematics, laboratory sciences, English: literature & composition, and foreign language, tutoring, counseling/advising, mentoring, cultural enrichment, and work-study programs, etc. Eligible students to apply must have completed the 8<sup>th</sup> grade, be between the ages of 13 and 19 and have a need for academic support in order to pursue a program of postsecondary education. All students must be either from low-income families or be potential first-generation college students.

### **UPWARD BOUND MATH & SCIENCE (UBMS)**

Upward Bound Math & Science helps students from low-income families to strengthen math and science skills. The goal of the program is to help students recognize and develop their potential to excel in math and science and to encourage them to pursue postsecondary degrees in math and science. Program services include: summer programs with intensive math and science training; year round counseling and advisement; exposure to university faculty members who do research in mathematics and the research under the guidance of faculty members or graduate students, who are serving as mentors.

### **STUDENT SUPPORT SERVICES - SSS (PROJECT BEACON)**

Student Support Services(SSS) Program is a federally funded program, designed to foster the academic achievement and success of college students. The *in-house* name for our Student Support Services Program is “*SSS-Project Beacon*”. The goal of the program is to increase the college retention and graduation rates of program participants, and facilitate the process of transition from PCC to a four-year college or university. Program counselors and instructors with the assistance of peer counselors & peer tutors provide services and activities that are geared at engaging and motivating students toward successful completion of college.

Services/Assistance Include:

- Instruction
- Tutoring

- Computer Lab
- Counseling (Academic, Personal, & Financial Aid)
- Career Counseling (Career & Transfer)
- Study Skills & Information Workshops
- Academic & Social Activities (Study Marathons, Job Site Visits, Holiday Oriented Activities, Intramural Sport Competitions, etc.)
- Cultural Activities (Cultural/Historical Site Visits & Events)
- SSS Grant Aid (Monetary Assistance for Tuition & Books)

Participant's Responsibilities:

- Access SSS-Project Beacon Lab for help in English, Math, Science, and other courses; Utilizing computer lab for class related work.
- Meet with program counselor and/ or career counselors on a regular basis for the purpose of ensuring academic progress, personal well being, and career exploration. For the sophomore participants, regular meetings are expected with the career counselor for advice and assistance with transferring to a four-year college or university.
- Participate in program and college activities such as cultural trips, job site visits, study marathons, workshops, intramural sports, etc.
- Maintain good academic standing.

SSS-Project Beacon works closely with the Student Services Division in providing support services to students.

### **TALENT SEARCH PROGRAM (TS)**

Talent Search Program is directly under the Continuing Education Division as Educational Talent Search. (Refer to Page 24 for detailed information).



## ACADEMIC REGULATIONS



Construction Students building the LCO Building



Electronics Technology Student demonstration



MOC Baseball Team 1974



PCC Baseball Team 2008

### General Admissions Policy

The academic year at Palau Community College is made up of two regular semesters, with each having 16-week duration, and a summer session that runs for eight weeks. Normally, the 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. The criteria are as follows:

1. The Associate Degrees in Arts (AA), Science (AS), and Technical Studies (ATS) require a minimum score of 500 on the Test of English as a Foreign Language (TOEFL). Native of English-speaking countries are exempt from this TOEFL requirement.

Applicants for the Associate of Applied Science (AAS) degree program are not required to take the TOEFL test.

2. For those students that are non-native English speakers who attended institutions in English-speaking countries, and wish to request waivers, the following criteria apply:
  - a. The student must submit a request letter justifying the reasons why the Committee on Programs and Curricula should waive the TOEFL requirement. However, the Cost of taking the TOEFL test does not merit waiver consideration.
  - b. The student must have successfully completed high school or college where English was the language of instruction.
  - c. The student must submit a copy of transcript from the high school or college last attended with at least a cumulative GPA of 2.00.
  - d. The student must achieve a score of at least 600 on the institutional TOEFL and an average score of 4 on the writing portion of the test.



Once the above information is properly submitted to the CPC Chairperson, CPC will meet as soon as practical to review the request and take proper action.

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 admissions policy which provides opportunities for:

1. High school graduates,
2. Adult High School graduates,
3. Persons who have passed the GED,
4. Individuals 18 years of age or older,
5. Individuals who qualify for dual enrollment, and
6. A high school student under 18 years of age who is not seeking a degree but who will earn grade(s) and college credits.

### **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, a first-time applicant must complete the following:

1. Obtain PCC's Application for Admission from a high school counselor or directly from the PCC Office of Admissions & Financial Aid at PCC or on the PCC website: [www.palau.edu](http://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, GED or Adult high school transcripts to the Office of Admissions & Financial Aid. High school graduates should request final official transcripts upon completion of the senior year.
4. Have official TOEFL score forwarded directly to the Office of Admissions & Financial Aid.

**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 from the PCC Office of Admissions & Financial Aid at PCC or on the PCC website: [www.palau.edu](http://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 & 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.

**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 U.S. Territory 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](http://www.palau.edu).
2. Submit 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 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. Be in compliance with all applicable immigration laws of the Republic of Palau upon admissions to PCC.

**Note:** An international student must maintain a full-time status of at least 12 credits. During the fall and spring semesters and at least 6 credits during the summer session.

**Returning Applicant:** Former students who have not attended the College for at least one regular semester (Fall or Spring) are required to complete an Application for Readmission at the Registrar & Records Office with a \$10.00 non-refundable fee, at least one week before the registration period. Official transcripts from college and/or university attended during the student's leave of absence from Palau Community College must be submitted directly to the Registrar & Records Office from the institution.

**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 has not met 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 processing fee. (Note: Before an unclassified student can change his/her status to a classified student, he/she must first fulfill admissions and program requirements for the major of interest).

**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. Grades and semester credits will not be awarded to individuals with audit/enrichment status. 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:** A Qualified high school junior or senior that applies for admission is considered a dual applicant. A dual student cannot declare a major; however, grades/credits earned are entered in the permanent records. Upon graduation from high school, a dual student can be classified (degree student) and use grades/credits earned under dual status to fulfill program requirements. The Office of Admissions & Financial Aid must receive official high school transcript before a student can be classified under dual enrollment.

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

1. Obtain PCC's application for admission from the Office of Admissions & Financial Aid at PCC or from the PCC website: [www.palau.edu](http://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 application forms with all required supporting documents to the Office of Admissions & Financial Aid at least 30 days prior to the start of the desired semester.

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

## Student Classification

### 1. **Classified Status:**

- a. **Declared:** A student with a declared academic major seeking a degree upon admission.
- b. **Undeclared:** A student who intends to seek a degree upon admission but is undecided on an academic major and/or lacks entrance requirements to a particular major. An undeclared student is given one semester only to declare a major.

### 2. **Unclassified Status:**

- a. A student who intends to seek a degree but is still lacking transcript(s). An unclassified student is given one semester to declare a major.
- b. A student who is not pursuing a degree but who will earn grade(s) and college credits; he/she will have to declare a major after completing 12 required credits of a particular program/major.
- c. A high school student under 18 years of age who is not seeking a degree but who will earn grade(s) and college credits; he/she needs to provide a letter of approval for enrollment from a high school principal and a written consent from a parent to be submitted with an application for admission.

- 3. **Enrichment/Auditing Status:** A student, who registers to audit courses for personal enrichment purposes, will not earn grades or college credits.

## Change of Classification

New and transfer students who wish to change classifications or majors must process the appropriate forms at the Office of Admissions & Financial Aid between the orientation period and the last day of Drop/Add period. The completed form will initiate a review of the student's file. If additional documents are needed, the student is notified. The required documents of classification can be determined must be supplied before the change. Once the file is complete, the classification is changed and the student's advisor and Registrar are 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.

**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 is registered for at least 12 credits during the regular semester or 6 credits during the summer session.

**Part -Time Student** - A student who is registered for less than 12 credits during the regular semester or less than 6 credits during the summer session.

## **Transfer Credits**

The Registrar, in consultation with the Committee on Programs & Curricula (CPC), evaluates transfer courses from post-secondary institutions. Transfer students may be awarded full credits for courses completed with grades 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 a student’s 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 college/university course work other than high school transcripts 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 grades 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 may be granted credit toward that curricula for courses previously passed in the first major with grades of “C” or better. The time between enrollments should not exceed five years.

Credits for courses taken beyond the 5-year validity requirement for readmitted students who possess a PCC degree may be accepted to fulfill new program requirement. However, courses which have had substantial revisions may not be accepted. A copy of the official transcripts, bearing the student’s name and specifying the degree attained, must be attached to the student’s evaluation request to CPC for review and approval.

For readmitted/returning students who do not possess degrees, 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.

In regards to English courses, all readmitted/returning students will be required to take the reading and writing placement tests regardless of degrees/certificates earned if the courses were taken over the 5 years validity requirement.

## **STUDENT MATRICULATION**

### **Orientation and Advising**

#### **Testing Services**

Placement tests in English and mathematics are used to assess and place incoming students who:

- Do not have scores from any accepted standardized tests such as Scholastic Aptitude Test (SAT), Stanford Achievement Test - 10<sup>th</sup> Edition (SAT10), Preparatory Scholastic Aptitude Test (PSAT), Palau Achievement Test (PAT), Test Of English as a Foreign Language

(TOEFL), American Collegiate Test (ACT) and Ability to Benefit (ATB) Tests.

- Have not been in college for the past two or more years.

**Note:** Standardized test results will be used to place students in appropriate levels. If standardized test results are not provided, PCC Placement Tests will be utilized to place students.

### **Student Orientation**

All new and transfer students are required to attend an orientation program that is held prior to a new semester's registration period. The orientation activities include a review of academic programs, course scheduling and registration processes, 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. A campus tour is included to familiarize incoming students with the campus and facilities.

Academic advisors play an essential role during the orientation period. Academic advisors assist incoming students with course selections based on majors, placement test and standardized test results (if available), and also assist with transcript evaluation results for transfer credits. All new and transfer students will be assigned academic advisors during the orientation period.

### **Program Planning and Academic Advising**

Student Life and SSS-Project Beacon counselors/academic advisors provide academic advising to all students.

Services provided by academic advisors include: assisting students in clarifying their educational and life goals, educating students in the assessment of academic progress, and development of 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 a semester/term. Academic

advisors may be reached at the Office of Student Life @ (680) 488-3036 or SSS-Project Beacon @ (680) 488-3073.

### **Registration Information:**

#### **Course Offering**

A course offering is a listing of all course offerings for fall, spring, and summer semesters, which is published prior to the beginning of each semester. Copies of the course offerings can be picked up at the Admissions office or the Office of Registrar and Records.

#### **Registration**

Students are urged to complete all admissions procedures as early as possible and be ready for registration during the regular registration period. To prepare for registration, a student should clear through the Business Office, secure a copy of the semester course offering, and meet with an academic advisor for class scheduling.

#### **Late Registration**

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. Students enrolling late will be responsible for all course work missed as a result of late enrollment.

Arrangements for payment of all charges, such as tuition, fees, 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 eighteen (18) semester credits during regular semester or more than six (6) credits during the summer session

must obtain prior approval from their academic advisors.

### **Auditing Courses**

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

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 registration period. 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 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/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 & obtain approval of the requested change.

4. Present the Drop/Add Form to the Office of Registrar & Records to receive an official schedule.

### **Canceled Courses**

The college reserves the right to cancel courses when it is deemed necessary. General education & 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 enrolled in such courses 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 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.

### **Grade Point Average**

Grades will be averaged on the basis of their unit value to determine a grade point average. Grades of “F” are considered in determining the grade point average. Credit (CR), No Credit (NC), and Withdrawal (W) grades are not included in calculating the grade point average.

**The Semester GPA** (grade point average) is calculated by dividing the total number of grade points earned in that semester by the total number of units attempted in letter-graded courses.

**The Cumulative GPA** is calculated by dividing the total number of grade points earned by the total number of units attempted in letter-graded courses.

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.



## Grading System

Students are evaluated semesterly on their academic achievements and vocational aptitudes.

Evaluation Symbol	Definition	Grade Point (per unit)
A	Excellent	4.0
B	Above Average	3.0
C	Average	2.0
D	Minimal passing	1.0
F	Failure	0.0
CR	Credit	
NC	No Credit	
I	Incomplete	
W	Withdrawal	
AU	Audit	

**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.

### Incomplete (I)

An incomplete (“I”) grade may be assigned by an instructor only when a student has failed to complete course work at the end of the semester or session for unforeseeable, emergency, and other justifiable reasons. A final grade will be assigned by the instructor when the work stipulated has been completed, evaluated, and submitted by the instructor on a Change of Grade Form to the Office of Registrar & Records. Students must complete the coursework within the first six (6) weeks of the subsequent semester. During the summer term, an “I” grade from the preceding spring semester must be made up within three weeks. Otherwise, an incomplete grade (“I”) will automatically convert to an “F” or “NC” grade. The student is the one who initiates a request for an incomplete grade.

### Withdrawal (W)

A “W” grade denotes Withdrawal 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 general catalog’s academic calendar and the

Schedule of Course Offering. 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 use 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 Office of Registrar & Records receives the paperwork during the withdrawal period.

**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.

### **Validity of Records**

Grades and placement test scores more than five years old will not be used in computing grade point average or considered for placement purposes. Neither will such Credits be evaluated for transfer consideration. The Dean of Academic Affairs and the Committee on Programs and Curricula (CPC) may make exceptions 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.

### **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 all errors on their report cards to the Office of Registrar & Records within ten (10) working days after the submission of grades.

### **Students' Program Evaluations**

Students who wish to review the results of their program evaluations should contact 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 Major/Double Major**

A change of major request 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 take effect in the fall semester. All requests must follow the steps outlined below:

1. Obtain a Change of Major Form from the Office of Registrar & Records.
2. Obtain the signature of the current Academic Advisor
3. Obtain the approval of the Director of Student Life
4. Submit the form to the Office of Registrar & Records

### **Double Major**

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

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

### **Class Attendance**

Regular and punctual attendance in class and laboratory sessions is expected from all students.

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.

### **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 Dean of Academic Affairs.

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 report 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 a 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 an appropriate program 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 student's program of study and 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 creates a written plan of study; submits it to the designated instructor and the Committee on Programs and Curricula for approval; registers and pays for DS 299 Directed Study Course; studies the course matter privately, meets with an instructor appointed by the Dean of Academic Affairs for a certain number of consultations, and completes the assigned course work. The availability of this option depends on:

1. The nature of the subject matter involved;
2. The student's potential for successful completion of 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 low grades.

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 among the general education or major requirements of the student's programs. 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); credits, but not grade points, are awarded for a "CR" grade.

## Course Substitutions

Students and their advisors must initiate requests for course substitutions.

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 & 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 with the opportunities to acquire educationally-relevant work experiences that enhance their skills, and may lead to permanent employment or assist in the pursuit of further education. It is a four-credit course, which is required for graduation in all major fields of studies except the Liberal Arts, Education, Nursing Programs, Palauan Studies and the STEM Disciplines. Students must complete all their course requirements or at most have one remaining course to be taken concurrently with the Internship course.

Three years or more of work experience in a related field with the consent of the program instructor may be used to fulfill the four-credit requirement, provided that the student provides an employer's verification of his/her ability to perform selected tasks which meets program requirements. Criteria for program tasks verifications must be approved by the Committee on Programs and Curricula (CPC).

## Service Learning

Service learning is a method by which students learn through active participation in organized services conducted within and to meet the needs of the community. Service learning is integrated into and enhances the program learning outcomes. It includes structured means for critical thinking; reflections on the service experience and helps to foster civic and business responsibility. Service learning requires between 192 and 1000 contact hours per program depending on the requirements of the respective

program. It is flexibly implemented so that it may be arranged semesterly during the entire program's duration. Student's previous work experience may fulfill service learning credit requirements provided such experiences are properly validated by program instructor. Validation criteria must be approved by CPC.

## Academic Standards

Students are expected to maintain good academic standards 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 automatically 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 a counselor.

A student who received "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 Suspension:** A student who has been on academic probation for two successive semesters and is being placed on academic probation subsequently for the third time, will be suspended for a period of one calendar year.

**Readmission following Academic Dismissal:** A student suspended for poor academic standing will not be eligible for readmission until the period of his/her suspension has ended. Before readmitting a suspended student, the college has to be convinced that the student has made significant progress in overcoming the difficulties that caused the poor

academic standing. A student who is readmitted to the college following a dismissal from the college will be readmitted on Academic Probation.

### **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 workloads, are not considered for nominations 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 (CGPA).

**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 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 ASPCC 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's 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**

Students may request copies of their academic record (transcript) at the Registrar & Records Office in writing or by completing a Transcript Request Form. No transcript will be issued by the College if the student has an outstanding financial obligation with the College. The first copy is free of charge. Additional copies will be assessed a \$3.00 processing fee which must be paid before the transcript is processed. A \$5.00 processing fee is for a rush copy (8 hrs). Transcript request form is also available at the PCC website.

## 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.

Resident Tuition is increased by \$10 per credit every year during fall semester over the next four years. Non-Resident Tuition is \$125 per credit. Students from Freely Associated States (RMI & FSM), CNMI, Guam and Hawaii are eligible for Resident Tuition.

### 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

<b>Resident Tuition</b> (Fall 2008) .....	\$ 80.00 per credit
Fall 2009 .....	90.00 per credit
Fall 2010 .....	100.00 per credit
Fall 2011 .....	110.00 per credit

**Non-Resident Tuition**..... \$125.00 per credit

### Fees:

Registration Fee .....	\$ 15.00 per semester
Health Fee .....	20.00 per semester
Activity Fee .....	45.00 per semester
Instructional Support Fee .....	200.00 per semester
Late Registration Fee .....	10.00 per semester
Application Fee (nonrefundable) .....	10.00
Transcript Fee .....	3.00 each
I.D. Card Fee .....	5.00 each
.....	7.50 for replacement
Drop & Add Fee.....	2.00 each
Bad Check Fee .....	25.00 each
Credit by Exam Fee .....	10.00 per course
Graduation Fee.....	55.00 for participants
.....	25.00 for non-participants
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: 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 the 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.

### 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 the Board of Trustees  
reserve the right to review and adjust the  
tuition and fees.

Off Campus students who wish to take their meals at  
the cafeteria 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 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 the 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 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  
responsible for such loss or damage.

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 the 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**

Students are required to buy their own set of tools. Students are responsible for safeguarding and maintaining their own tools. The prices of tool sets vary depending on each trade area.

### **Books & Supplies**

Students are required to purchase books for their studies. Books and other items purchased from the college shall be paid for in cash unless other arrangements have been made with the College.

### **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 offers 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, is 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.



PCC Bookstore



PCC Students

## 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 levels: 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 program 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](mailto:Shermand1961@yahoo.com)  
[alvinat@palau.edu](mailto:alvinat@palau.edu)

## DEGREES

The College offers degrees in twenty two 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

The 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 14 programs:

- Agricultural Science (AG)
- Air Conditioning and Refrigeration (AC)
- Architectural Drafting (AD)
- Automotive Body Repair (AB)
- Automotive Mechanics Technology (AM)
- Construction Technology (CT)
- Electrical Technology (ET)
- General Electronics (GE)
- Library & Information Services (LS)
- Nursing (NU)
- Office Administration (OA)
- Palauan Studies (PW)
- 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 or adult 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 from, and prior to the beginning of the program, and submit results with the 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 specified under Programs and Courses on pages 48-67.
2. Satisfactory completion of at least 16 (10 for NU) credits in General Education including Core Requirements (See program listings for required courses):
  - a. **English** - 3 credits minimum from EN 112 (CO 110 for the School of Technical Education, AG, PW, and TH).
  - b. **Quantitative** - 3 credits minimum from MA 100 (MA 95 for LS and NU; MA 105 for AD, OA, PW and TH; MA 101 for AM and SE)
  - c. **Natural Science** - 4 credits minimum from any of the following: SC 109, 110, 119, 120, 159A, 159B, 160, 161, 170, 201, 205, 206, 209, 239, 249 and 270 (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 149, 159,

169, 179, 189, 209; 259, VA 109; EN 189, 219; CO 201, 205; PH 169, 249; RE 169; CH 109; 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 of the following: HP 180, 181 & 185 (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**

The 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 12 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)
- Science Technology Engineering Mathematics Disciplines (STEM)
- 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 or adult 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. 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 from, and prior to the beginning of the program and submit results with the 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 and CJ 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 specified under Programs and Courses on pages 48-67.
2. Satisfactory completion of at least 16 (10 for NU, 12 for ES) credits in General Education Core Requirements (See program listings for required courses) including:
  - a. **English** - 3 credits minimum from EN 112 or above.
  - b. **Quantitative** - 3 credits minimum from math courses numbered 105 or above. (MA 95 for NU). See individual programs for specific course requirements.
  - c. **Natural Science** - 4 credits minimum from any of the following: SC 109, 110, 119, 120, 159A, 159B, 160, 161, 170, 201, 205, 206, 209, 239, 249 & 270 (except ES & 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 149, 159, 169, 179, 189, 209; VA 109; EN 189, 219; CO 201, 205; PH 169, 249; RE 169; CH 109; 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 of the following: HP 180, 181 & 185 (except NU). See individual programs for specific course requirements.
3. **Successful completion of the 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 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**

The 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 following the AA degree curriculum format, and include 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**

The Associate of Arts Degree is awarded to students who wish 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 or adult high school graduate with a minimum cumulative grade point average of 2.5; **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. 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 the required number of credits including:
  - a. **English** - 9 credits minimum from EN 114 and above (except EN 200 & 202).  
STEM Program – 9 credits from EN 109, 112, 114.
  - b. **Communication** - 9 credits minimum from CO 110 or above (3 credits must be from CO 259)
  - c. **Quantitative** for Liberal Arts Program - 9 credits minimum from MA 110 and above except MA 211.  
STEM Program - 17 credits from MA105, 111, 112, 121, 221.
  - d. **Natural Science** for Liberal Arts Program - 8 credits minimum from any of the following: SC 109, 110, 119, 120, 159A, 159B, 160, 161, 170, 201, 205, 206, 209, 239, 249 & 270.  
STEM Program - 20 credits from SC 119, 160, 161, 205, 206.
  - e. **Humanities** for Liberal Arts Program - 9 credits minimum from PW 101, 219; PH 169, 249; HI 149, 159, 169, 179, 189, 209, 259; EN 189, 219, VA 109; MU 100, 102, 106; RE 169; CH 109; JP 109, 119, 209, 219 (3 credits maximum from JP or PW)  
STEM Program - 3 credits from PH 249.

- f. **Social Science** for Liberal Arts Program - 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.

STEM Program - 1 credit from SS 100.

- g. **Computer Technology** for Liberal Arts Program - 6 credits minimum from CS 100 and IT 105 or above (except CS 213)

STEM Program - 12 credits from CS 100, IT 105, 110, 125.

- h. **Health and Physical Education** - 2 credits minimum from any of the following: HP 180, 181 & 185.

- i. **Electives** – for Liberal Arts Program 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)

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  
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	3
CS	100	Computer Literacy	3
SE	113	2 & 4 Cycle Engines	3
AG	223	Internship <b>OR</b>	
AG	224	Service Learning	<u>4</u>
			46

*Total Credits Required*          62

##### 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	3
CS	100	Computer Literacy	3
SE	113	2 & 4 Cycle Engines	3
AG	223	Internship <b>OR</b>	
AG	224	Service Learning	<u>4</u>
			46

*Total Credits Required*          62

## 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	Basic Electricity	4
WE	110	Oxyacetylene	3
AC	223	Internship <b>OR</b>	
AC	224	Service Learning	<u>4</u>
			44

*Total Credits Required*      **60**

## ARCHITECTURAL DRAFTING (AD)

This program is for an Associate of Applied Science Degree. It has a combination of Architectural Drafting, Construction Technology, and Business courses that provide the student a balance of technical and business skills which will enhance his/her employability in the construction industry.

### Associate of Applied Science

#### Required General Education Courses:

SS	100	Introduction to College	1
CO	110	Introduction to Communication	3
HP	180	Personal & Social Health	3
MA	105	Intermediate Algebra	3
SC	239	Natural History of Palau	4
SS	209	Changes in Micronesia	<u>3</u>
			17

#### Program Courses

AD	120	Introduction to Architectural Design and Drafting	3
AD	121	History of Architecture	3
AD	210	Computer-Aided Drafting	3
AD	211	Healthy House Design	3
AD	212	House Working Drawings	3
AD	220	Architectural Presentation	3
ET	110	Basic Electrical wiring for non-majors	3
PL	214	Residential Plumbing	3
MS	101	Basic Masonry/Concrete Work	3
CS	100	Computer Literacy	3
BA	110	Introduction to Business	3
BA	214	Business Law	3
BU	120	Business Management	3
CT	113	Introduction to Construction	3
CT	212	Construction Management	3
CT	222	Internship <b>OR</b>	
CT	223	Service Learning	<u>4</u>
			49

*Total Credits Required*      **66**

## AUTOMOTIVE BODY REPAIR (AB)

This program is designed to provide students with technical knowledge, skills and proper work habits/attitudes necessary for employment in this field. The program prepares student to work and advance in their careers as automotive body repair technicians or automotive body repair shop owner.

### 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

AB	111	Fundamentals of Auto Body Work	3
AB	112	Plastic and Adhesive	3
AB	121	Auto Body Minor Repair	3
AB	122	Painting & Refinishing I	3
AB	211	Basic Skills in Metal work	3
AB	212	Painting & Refinishing II	3
AB	221	Auto Body Major Repair	3
AB	222	Auto Body estimating	3
BP	119	Blueprint Reading for Auto Body Repair	3
WE	110	Oxyacetylene	3
WE	115	Fundamentals of Metallurgy	3
ET	110	Basic Electrical Wiring for Non Majors	3
BA	110	Introduction to Business	3
CS	100	Computer Literacy	3
AM	110	Automotive Mechanic for Non-Majors	3
AB	223	Internship <b>OR</b>	
AB	224	Service Learning	<u>4</u>
			49

*Total Credits Required* 65

## AUTOMOTIVE MECHANICS TECHNOLOGY (AM)

The Automotive Mechanics Technology program is designed to provide students with technical knowledge, skills and proper work habit/attitudes necessary for employment in the field of Automotive Technology. The program prepare the students to work and advance in their career in the field of Automotive Mechanics Technology. In addition, the program provides a foundation for those interested in managing their own automotive repair shop or a merchandizing company for automotive parts and accessories.

### 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	<u>3</u>
			16

#### Program Courses

AM	101	Vehicle Operation	2
AM	111	Basic Automotive Maintenance	3
AM	112	Engine Servicing I	2
AM	124	Drive Train Servicing	2
AM	125	Automotive Electricity	3
AM	126	Engine Servicing II	3
AM	213	Automotive Air Conditioning	3
AM	214	Electronic Engine Management	3
AM	215	Automatic Transmission	3
AM	225	Automotive Computer Control System	3
AM	226	Electronically Controlled Transmission	3
AM	227	Traction Control	3
WE	110	Oxy Acetylene	3
AB	110	Auto Body Repair for Non-Majors	3
CS	100	Computer Literacy	3
BA	110	Introduction to Business	3
AM	228	Internship <b>OR</b>	
AM	229	Service Learning	<u>4</u>
			49

*Total Credits Required* 65

## BUSINESS ACCOUNTING (BA)

This is a two-year accounting program designed to provide students with knowledge, 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	4
			<hr/> 17

#### Program Courses:

BA	110	Introduction to Business	3
BA	123	Applied Business Mathematics	3
BA	130	Accounting Principles I	3
BA	131	Accounting Principles II	3
BA	159	Principles of Macroeconomics	3
BA	212	Intermediate Accounting I	3
BA	213	Basic Business Finance	3
BA	214	Business Law	3
BA	219	Intermediate Accounting II	3
BA	220	Government Accounting	3
BA	222	Computerized Accounting	3
OA	211	Business Communication	3
CS	100	Computer Literacy	3
IT	105	PC Office Applications	3
MA	121	Elementary Statistics	3
BA	223	Internship <b>OR</b>	
BA	224	Service Learning	4
			<hr/> 49

*Total Credits Required* 66

## 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	3
			<hr/> 16

#### Program Courses:

BA	110	Introduction to Business	3
BA	123	Applied Business Mathematics	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 <b>OR</b>	
BU	224	Service Learning	4
			<hr/> 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
			<hr/> 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	110	Basic Electrical Wiring for Non-Majors	3
MS	101	Basic Masonry/Concrete Work	3
PL	214	Residential Plumbing	3
BA	110	Introduction to Business	3
AD	210	Computer-Aided Drafting	3
CT	222	Internship <b>OR</b>	
CT	223	Service Learning	4
			<hr/> 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	112	Freshman Composition	3
SS	100	Introduction to College	1
SS	129	Introduction to Sociology	3
MA	100	Technical Mathematics	3
		SC Core	4
			<hr/> 16

#### Program Courses

CJ	100	Introduction to Self-Defense	1
CJ	101	Advanced Self-Defense	1
CJ	109	Physical Fitness & Training	1
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
EN	109	Advanced Reading	3
CJ	224	Internship <b>OR</b>	
CJ	225	Service Learning	4
			<hr/> 49

*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 higher degrees in education or related field.

### Associate of Science

#### Required General Education Courses:

SS	100	Introduction to College	1
EN	112	Freshman Composition	3
MA	105	Intermediate Algebra	3
MA	111	College Algebra	3
SS	119	Introduction to Psychology	3
SC	239	Natural History of Palau	<b>OR</b>
SC	249	Environmental Concepts & Issues	<u>4</u>
			17

#### Program Courses for EARLY CHILDHOOD EDUCATION:

*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 3 <sup>rd</sup> Grade	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
*CS	100	Computer Literacy	3
HP	104	Conditioning & Fitness	1
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>
			46
<i>Total Credits Required</i>			63

#### Program Courses for ELEMENTARY EDUCATION:

*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
*CS	100	Computer Literacy	3
EN	200	English Grammar & Usage for Teachers	3
*HI	189	Palauan History & Culture	3
HP	104	Conditioning & Fitness	1
MU	149	Elementary Music	2
MA	211	Math for Elementary Teachers	3
ED	292	Student Teaching – Elementary Education	<u>4</u>
			47
<i>Total Credits Required</i>			64

#### Program Courses for SPECIAL EDUCATION:

*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



*CS	100	Computer Literacy	3
EN	200	English Grammar & Usage for Teachers	3
MA	211	Math for Elementary Teachers	3
*HI	189	Palauan History & Culture	3
HP	104	Conditioning & Fitness	1
ED	291	Student Teaching – Special Education	4
			<hr/> 48

*Total Credits Required* 65

## 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**

### Program Courses for SECONDARY EDUCATION:

*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	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
*CS	100	Computer Literacy	3
EN	200	English Grammar & Usage For teachers	3
Specialized Area Subjects – from each area (Math, English, & Social Sciences)			12
<b>Students who plan to teach in technical areas must earn their degrees from those areas.</b>			
HP	104	Conditioning & Fitness	1
ED	293	Student Teaching – Secondary Education	4
			<hr/> 48

*Total Credits Required* 65

### 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	4
			<hr/> 16

### Program Courses

ET	111	Basic Electricity	4
ET	121	Electric Machines	4
ET	122	Residential Wiring	4
ET	210	Motors Controls and Sequential Controllers	5
ET	211	Industrial/Commercial Wiring	4
ET	220	Electrical Management & Maintenance	4
ET	221	Electrical Estimating	3
BP	116	Blueprint Reading for Electricians	3
CS	100	Computer Literacy	3
BA	110	Introduction to Business	3
EN	109	Advanced Reading	3
ET	222	Internship <b>OR</b>	
ET	223	Service Learning	4
			<hr/> 44

*Total Credits Required* 60

It is recommended that all Palauans who anticipate teaching in Palau take PW 219-Advanced Palauan Grammar, in addition to the required courses.

(\* Courses which will fulfill Palau's Ministry of  
Education's certification program.)

## ENVIRONMENTAL/MARINE SCIENCE (ES)

This program provides technical training for students who choose to work after graduating from PCC; provides the option for employees in this field to improve their skills, and provides 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 <b>OR</b>	
SC	276	Service Learning	<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 – Open Water Dive

## 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 <b>OR</b>	
GE	226	Service Learning	<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 <b>OR</b>	
GE	226	Service Learning	<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

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
CS	100	Computer Literacy	3
MA	111	College Algebra	3
MA	121	Elementary Statistics	3
EN	114	Advanced Composition	3
EN	109	Advanced Reading	3
CO	110	Intro to Communication	3
IT	222	Service Learning <b>OR</b>	
IT	223	Internship	<u>4</u>
			52

*Total Credits Required 68*

## 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	95	Basic Algebra	3
		HP Core	2
		SS/HUM Core	3
		SC Core	4
			<hr/> 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 Technology	2
LS	125	Book Repair & Preservation of Materials	2
LS	202	Materials Selection, Cataloging & Indexing	3
LS	205	User Education and Activity Programming	3
LS	210	School Library Media Center	3
IT	105	PC Office Applications	3
CS	100	Computer Literacy	3
EN	109	Advanced Reading	3
EN	202	Introduction to Children's Literature	3
CO	110	Introduction to Communication	3

CO	201	Mass Media & Society	3
LS	225	Internship <b>OR</b>	
LS	226	Service Learning	4
			<hr/> 49

*Total credits required* 62

### 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	4
			<hr/> 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 Technology	2
LS	125	Book Repair & Preservation of Materials	2
LS	202	Materials Selection, Cataloging & Indexing	3
LS	205	User Education and Activity Programming	3
LS	215	Management of Libraries and Information Centers	3
LS	220	Funding Sources for Libraries	3
IT	105	PC Office Applications	3
CS	100	Computer Literacy	3
EN	109	Advanced Reading	3
EN	114	Advanced Composition	3
CO	110	Introduction to Communication	3
CO	201	Mass Media & Society	3
LS	225	Internship <b>OR</b>	
LS	226	Service Learning	4
			<hr/> 49

*Total credits required* 65

## NURSING CAREER LADDER (NU)

Associate  
of Science

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	4
NU	103	Child Health Nursing I	2
NU	104	Physical Assessment	1
NU	105	Patient/Family Health Education	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	4
NU	203	Adaptation to Illness II	4
NU	204	Adaptation to Illness III	4
NU	205	Mental Health Nursing	4
CS	100	Computer Literacy	3
ED	201	Human Growth & Development	3
EN	109	Advanced 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>
			55

*Total Credits Required* 65

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.

#### 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	4
NU	103	Child Health Nursing I	2
NU	104	Physical Assessment	1
NU	105	Patient/Family Health Education	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	4
NU	203	Adaptation to Illness II	4
NU	204	Adaptation to Illness III	4
NU	205	Mental Health Nursing	4
NU	206	Community Health Nursing	4
NU	207	Decision-Making & Leadership	3
CS	100	Computer Literacy	3
ED	201	Human Growth & Development	3
EN	109	Advanced 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>
			70

*Total Credits Required* 80

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 USA 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. Sequence 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	3
			<hr/> 17

#### Program Courses:

OA	112	Filing Systems & Record Management	3
OA	210	Document Processing	3
OA	211	Business Communication	3
OA	221	Office Procedures	3
BA	110	Introduction to Business	3
BA	123	Applied Business Mathematics	3
BA	130	Accounting Principles I	3
BA	131	Accounting Principles II	3
CO	110	Introduction to Communication	3
CS	100	Computer Literacy	3
CS	212	Microcomputer Applications	3
CS	213	Desktop Publishing	3
IT	105	PC Office Applications	3
IT	200	Intermediate PC Office Applications	3
TH	115	Interpersonal Relations & Customer Service	2
OA	222	Internship <b>OR</b>	
OA	223	Service Learning	4
			<hr/> 48

*Total Credits Required* 65

## PALAUAN STUDIES (PW)

The program is designed to provide students with technical knowledge, skills and proper work attitudes/habits necessary for employment or for pursuit of a higher education in fields such as Pacific Islands Studies, anthropology, art, music, education, urban and regional planning. The program focuses on Palauan society and its dynamic cultural, social, and political interactions that link it locally and globally.

### Associate of Applied Science

#### Required General Education Courses:

SS	100	Introduction to College	1
CO	110	Intro to Communication	3
MA	105	Intermediate Algebra	3
SS	129	Intro to Sociology	3
SC	239	Natural History of Palau	4
		HP Core	2
			<hr/> 16

#### Program Courses:

PW	105	Intro to Genealogy	3
PW	189	Palauan Literature	3
PW	219	Advanced Palauan Grammar	3
PW	223	Palau Economy	3
PW	225	Palau Government: Evolution	3
PW	227	Palau Constitution	3
PW	240	Palauan Traditional Course Topics	5
CS	100	Computer Literacy	3
EN	112	Freshmen Composition	3
HI	189	Palauan History & Culture	3
IT	105	PC Office Applications	3
SC	249	Environmental Concepts & Issues	4
SS	149	Intro to Political Science	3
SS	179	Intro to Social Anthropology	3
SS	229	Contemporary Social Problems	3
			<hr/> 48

*Total Credits Required* 64

## 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	3
			<hr/> 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 <b>OR</b>	
SE	224	Service Learning	4
			<hr/> 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 I <b>OR</b>	
HI	209	History of Micronesia II <b>OR</b>	
HI	189	Palauan History & Culture	3
MA	105	Intermediate Algebra	3
SC	249	Environmental Concepts & Issues	4
HP	181	First Aid/CPR	2
			<hr/> 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	Accounting Principles 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 <b>OR</b>	
TH	228	Service Learning	4
			<hr/> 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	Accounting Principles I	3
HP	180	Personal & Social Health	3
CS	100	Computer Literacy	3
IT	105	PC Office Applications	3
TH	224	Internship <b>OR</b>	
TH	229	Service Learning	4
			<hr/> 45

*Total Credits Required*      61

**Program Courses for TOUR SERVICES:**

TH	100	Intro to Tourism & Hospitality	3
TH	104	Open Water Dive	2
TH	110	Tour Guiding & Travel Planning	3
TH	115	Interpersonal Relations and Customer Service	2
TH	206	Advanced Open Water Dive	1
SC	239	Natural History of Palau	4
BA	130	Accounting Principles 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 <b>OR</b>	
TH	230	Service Learning	4
			<hr/> 46

*Total Credits Required*      62

**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 <b>OR</b>	
HI	179	History of Micronesia I <b>OR</b>	
HI	209	History of Micronesia II	3
			<hr/> 16

**Program Courses for TOUR SERVICES:**

TH	100	Intro to Tourism & Hospitality	3
TH	104	Open Water Dive	2
TH	110	Tour Guiding and Travel Planning	3
TH	115	Interpersonal Relations and Customer Service	2
TH	206	Advanced Open Water Dive	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	Accounting Principles 1	3
JP	109	Conversational Japanese I	3
JP	119	Conversational Japanese II	3
SE	101	Boat Operation	3
TH	226	Internship <b>OR</b>	
TH	231	Service Learning	4
			<hr/> 49

*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	Accounting Principles I	3
CS	100	Computer Literacy	3
JP	109	Conversational Japanese I	3
JP	119	Conversational Japanese II	3
TH	227	Internship <b>OR</b>	4
TH	232	Service Learning	4
			<hr/> 48

*Total Credits Required* 64



PCC Students joining in the Children's Christmas  
Caroling Program, 2006

## 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 & 202)

**Quantitative:** 9

From MA 110 or above (except MA 211)

**Natural Sciences:** 8

From SC 109 or above

**Humanities:** 9

From the following courses: PW 101, 219; PH 169, 249; HI 149, 159, 169, 179 189, 209; VA 109; MU 100, 102, 106; RE 169; CH 109; 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 courses (except HP 104).

**Electives:** 3

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

*Total Credits Required* 65

## STEM DISCIPLINES (SD)

The STEM Disciplines program is designed for individuals interested in professional careers in science, technology, engineering, or mathematics. The program provides basic knowledge and skills needed for the pursuit of a higher education in these fields.

**Associate  
of Arts**

### Required General Education Courses:

SS	100	Introduction to College	1
EN	112	Freshman Composition	3
MA	105	Intermediate Algebra	3
PH	249	General Logic	3
SC	119	Introduction to Physical Science	4
		HP Core	<u>2</u>
			16

### Program Courses:

CS	100	Computer Literacy	3
EN	109	Advanced Reading	3
EN	114	Advanced Composition	3
IT	105	PC Office Applications	3
IT	110	Introduction to Programming	3
IT	125	Visual Basic Programming I	3
MA	111	College Algebra	3
MA	112	Trigonometry	3
MA	121	Elementary Statistics	3
MA	221	Calculus I	5
SC	160	General Chemistry I	4
SC	161	General Chemistry II	4
SC	205	Physics I	4
SC	206	Physics II	<u>4</u>
			48

*Total Credits Required* 64



PCC Science Students



PCC Marine Science Students



PCC Students Paddling Team

# 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 some of the samples of 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>
<i>Total credits required</i>			<i>12</i>

### 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>
<b>Total credits required</b>			<b>21</b>

#### 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>
<b>Total credits required</b>			<b>21</b>

## 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>
<b>Total credits required</b>			<b>15</b>

## 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	3
<b>Total credits required</b>			<b>15</b>

## AUTOMOTIVE MECHANICS TECHNOLOGY

### Certificate of Completion

#### Underchassis Servicing

AM	101	Vehicle Operation	2
AM	111	Basic Automotive Maintenance	3
AM	125	Automotive Electricity	3
AM	225	Automotive Computer Control System	3
AM	227	Traction Control	3
WE	110	Oxyacetylene	3
<b>Total credits required</b>			<b>17</b>

#### Power Train Servicing

AM	124	Drive Train Servicing	2
AM	125	Automotive Electricity	3
AM	215	Automatic Transmission	3
AM	225	Automotive Computer Control System	3
AM	226	Electronically Controlled Transmission	3
WE	110	Oxyacetylene	3
<b>Total credits required</b>			<b>17</b>

#### Engine Servicing

AM	112	Engine Servicing I	2
AM	125	Automotive Electricity	3
AM	126	Engine Servicing II	3
AM	214	Electronic Engine Management	3
AM	225	Automotive Computer Control System	3
WE	110	Oxyacetylene	3
<b>Total credits required</b>			<b>17</b>

#### Automotive Air-Conditioning Servicing

AM	101	Vehicle Operation	2
AM	112	Engine Servicing I	2
AM	125	Automotive Electricity	3

AM	213	Automotive Air-Conditioning	3
AM	225	Automotive Computer Control System	3
WE	110	Oxyacetylene	3
<b>Total credits required</b>			<b>16</b>

## BOOKKEEPING

### Certificate of Competence

#### Bookkeeping

BA	110	Introduction to Business	3
BA	123	Applied Business Mathematics	3
BA	130	Accounting Principles I	3
BA	131	Accounting Principles II	3
CS	100	Computer Literacy	3
<b>Total credits required</b>			<b>15</b>

## CONSTRUCTION

### Certificate of Competence

#### Plumbing

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	3
<b>Total credits required</b>			<b>12</b>

#### Masonry

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	3
<b>Total credits required</b>			<b>14</b>

### Certificate of Completion

#### Carpentry

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
BP	115	Blueprint Reading for Construction	<u>3</u>
<b>Total credits required</b>			<b>20</b>

## EDUCATION

### Certificate of Competence

#### Education: Early Childhood

ED	110	Intro to Teaching	3
ED	192	Practicum: Observation and Participation	1
ED	201	Human Growth & Development	3
ED	202	Early Childhood Development	3
ED	151	Games, Rhythms & Music	2
ED	204	Teaching/Learning in Pre-K to 3 <sup>rd</sup> Grade	<u>3</u>
<b>Total Credits Required</b>			<b>15</b>

## LAW ENFORCEMENT

### Certificate of Completion

#### Law Enforcement

CJ	111	Introduction to Criminal Justice Administration	3
CJ	115	Police Patrol Operations	3
CJ	120	Introduction to Law Enforcement	3
CJ	211	Criminal Law and Criminal Procedures	3
CJ	212	Legal Aspects of Evidence	3
CJ	221	Police Report Writing	3
CJ	222	Introduction to Criminal Investigation	<u>3</u>
<b>Total credits required</b>			<b>21</b>

## ELECTRICAL

### Certificate of Competence

#### Motor/ Motor Control

ET	111	Basic Electricity	4
ET	121	Electric Machines	4
ET	221	Electrical Estimating	3
ET	210	Motors Control and Sequential Controllers	5

BP	116	Blueprint Reading for Electrician	<u>3</u>
<b>Total Credits Required</b>			<b>19</b>

### Certificate of Completion

#### Residential Wiring

ET	111	Basic Electricity	4
ET	122	Residential Wiring	4
ET	221	Electrical Estimating	3
BP	116	Blueprint Reading for Electricians	<u>3</u>
<b>Total credits required</b>			<b>14</b>

#### Commercial/Industrial Wiring

ET	111	Basic Electricity	4
ET	122	Residential Wiring	4
ET	211	Industrial/Commercial Wiring	4
ET	221	Electrical Estimating	3
BP	116	Blueprint Reading for Electricians	<u>3</u>
<b>Total credits required</b>			<b>18</b>

#### Electric Machine Rewinder

ET	111	Basic Electricity	4
ET	121	Electric Machines	4
ET	221	Electrical Estimating	3
BP	116	Blueprint Reading for Electricians	<u>3</u>
<b>Total credits required</b>			<b>14</b>

## 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>
<b>Total credits required</b>			<b>15</b>

### 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>
<b>Total credits required</b>			<b>15</b>

### 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>
<b>Total credits required</b>			<b>15</b>

### 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>
<b>Total credits required</b>			<b>15</b>

### 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>
<b>Total credits required</b>			<b>15</b>

### 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>
<b>Total credits required</b>			<b>24</b>

#### 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>
<b>Total credits required</b>			<b>24</b>

### 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>
<b>Total credits required</b>			<b>15</b>



## COURSE DESCRIPTIONS

### AUTOBODY REPAIR (AB)

#### **AB 110 AUTO BODY REPAIR FOR NON-MAJORS (3)**

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

#### **AB 111 FUNDAMENTALS OF AUTO BODY REPAIR (3)**

This course is designed to provide information on employment opportunities as well as instruction on shop safety, metal construction, body components, nomenclature, basic metal lay out, and other fundamentals of metal bumping and dinging using various basic hand and power tools. Pre: None (2 credits lec., 1 credit lab)

#### **AB 112 PLASTICS AND ADHESIVES (3)**

This course covers safety, plastic and adhesive identification, and the various repair methods of automotive plastic components. Topics include safety, identification, preparation, material selection, and the various repair procedures including refinishing. Pre: None (3 credits lec.)

#### **AB 121 AUTO BODY MINOR REPAIR (3)**

This course introduces the proper procedures for minor repair work. Topics include basic metal straightening, plastic panel, and aluminum panel repair, body panel adjustments, repairing rust damage, auto body trim and automotive glass work. Pre: AB 111 (2 credits lec., 1 credit lab)

#### **AB 122 PAINTING & REFINISHING I (3)**

This course introduces the proper procedures for using automotive refinishing equipment and materials in surface preparation and application. Topics include personal safety, refinishing equipment and materials, surface preparation, masking, application techniques, and other related topics. Pre: AB 112 (2 credits lec, 1 credit lab)

#### **AB 211 BASIC SKILLS IN METAL WORK AND WELDING (3)**

This course emphasizes more complex skills of metal work including the repair of major components, basic oxyacetylene welding and shrinking. Topics include shop safety, damage analysis, tools and equipment, repair techniques, materials selection, materials usage and other related topics. Pre: AB 121 (2 credits lec., 1 credit lab)

#### **AB 212 PAINTING & REFINISHING II (3)**

This course covers advanced painting techniques and technologies with an emphasis on identifying problems encountered by the refinishing technician. Topics include materials application, correction of refinishing problems, base coats, clear coats, and other related topics.. Pre: AB 122 (2 credits lec., 1 credit lab)

#### **AB 221 AUTO BODY MAJOR REPAIR (3)**

This course introduces safety, equipment, structural damage analysis, and damage repairs. Topics include shop safety, design and construction, structural analysis and measurement, equipment, repair techniques, structural component replacement and alignment and other related topics. Pre: AB 211 (2 credits lec., 1 credit lab)

#### **AB 222 AUTO BODY ESTIMATING (3)**

This course provides a comprehensive study of auto body estimating. Topics include collision, damage analysis, industry regulations, flat rate and estimate time, and collision manuals. Pre: None (3 credits lec.,)

#### **AB 223 INTERNSHIP (4)**

This course provides the student practical training in auto body 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 consent (4 credits lab)

**AB 224 SERVICE LEARNING (4)**

Service-Learning is a process by which students learn through active participation in an organized service conducted in and meeting the needs of the community. Service-Learning is integrated into and enhances the academic curriculum. Service-Learning emerges from experimental learning theory and encourages active student involvement in the learning process. Pre: Instructor's consent (4 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 the 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's (Chloroflourocarbon) in the Ozone layer and to apply the EPA rules and regulations in the handling of refrigerants. Pre: None. (3 credits lecture).

**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)

**AC 224 SERVICE LEARNING (4)**

Service-Learning is a process by which students learn through active participation in an organized service conducted in and meeting the needs of the community. Service-Learning is integrated into and enhances the academic curriculum. Service-Learning emerges from experimental learning theory and encourages active student

involvement in the learning process. Pre: Instructor's consent (4 credit lab).

including weather tightness. The student will complete a set of working drawings for a house of their own design. Pre: AD 120 & CT 113. (1 credit lec., 2 credits lab.)

## **ARCHITECTURAL DRAFTING (AD)**

### **AD 120 INTRODUCTION TO ARCHITECTURAL DESIGN AND DRAFTING (3)**

This course introduces the student to manual design/drafting using a tee square and/or drafting machine. The topics covered in this course include freehand sketching as a problem solving and communication tool, introduction to the design process, and elementary design principles. At the completion of this course the student will have a drafting skills necessary to complete a basic set of drawings for a simple house of their own design. Pre: None. (3 credits lec.)

### **AD 121 HISTORY OF ARCHITECTURE (3)**

This course is to introduce the student to the global history of Architecture, both vernacular and monumental, including discussions about Bai Belau. Re: None. (3 credits lec.)

### **AD 210 COMPUTER-AIDED DRAFTING (3)**

This course introduces the student to computer-aided design/drafting (CAD) using AutoCAD. At the completion of this course the student will have the AutoCAD skills necessary to complete a basic set of AutoCAD drawings for a simple house of their own design. Pre: CS 100 and BP 115 or CS 100 and AD 120. (2 credits lec., 1 credit lab)

### **AD 211 HEALTHY HOUSE DESIGN (3)**

This course covers the considerations that must be addressed when designing a house, including social, environmental and ecological factors. The student is guided through the necessary steps from inception, analysis, conceptualization and design development to produce a house of their own design. Pre: AD 120 & CT 113. (3 credits lec.)

### **AD 212 HOUSE WORKING DRAWINGS (3)**

This course covers the considerations that must be addressed when producing working drawings for a house, with an emphasis on structural integrity and construction detailing

### **AD 220 ARCHITECTURAL PRESENTATION (3)**

This course focuses on architectural presentation documentation, three dimensional illustrations including perspective drawing, color rendering, models, color boards and other tools to create a professional image used to encourage client confidence. Pre: CS 100 & AD 120. (2 credits lec., 1 credit lab.)

**Note:** For Internship/Service Learning refer to CT 222 or CT 223.

## **AGRICULTURAL SCIENCE (AG)**

### **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 in 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 laboratory and field investigations, and field trips to local agricultural production sites. Pre: None (3 credits lec, 1 credit lab)

### **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 (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 (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 (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 (3)**

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 lecture).

**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)

**AG 224 SERVICE LEARNING (4)**

Service-Learning is a process by which students learn through active participation in an organized service conducted in and meeting the needs of the community. Service-Learning is integrated into and enhances the academic curriculum. Service-Learning emerges from experimental learning theory and encourages active student involvement in the learning process. Pre: Instructor's consent (4 credit lab).

**AUTOMOTIVE MECHANICS (AM)**

**AM 101 VEHICLE OPERATION (2)**

This course covers the knowledge, skills and attitude needed to operate light duty vehicles classified under Palau Public safety restriction code A to C and comply with local traffic rules and regulation. It also includes vehicle minor repairs and servicing on under chassis components, power train lubrication, engine lubrication and engine cooling system. Pre requisite: none (1 credit lec, 1 credit 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 deals with servicing of suspension system, brake system, steering system, wheel alignment, underchassis preventive maintenance, troubleshooting of early worn-out of tires, body vibration, and steering wheel maneuvering problem. It also includes maintaining automotive shop and practice occupational health safety. Pre requisite: none (1 credit lec, 2 credit lab.)

**AM 112 ENGINE SERVICING I (2)**

This is an introductory course covering the basic principle of an internal combustion engine for Gas and Diesel engine (four stroke and two stroke engine). It also includes engine tuning and basic engine electrical servicing. Pre requisite: none (1 credit lec, 1 credit lab.)

**AM 124 DRIVE TRAIN SERVICING (2)**

This course includes the knowledge, skills, and attitude needed to service power train components such as; servicing clutch system, servicing differential and front axle and overhauling of manual transmission for both transaxle type and longitudinal type. And it also includes troubleshooting of drive train noise and vibration. Pre-requisite: None (1 credit lec, 1 credit lab)

**AM 125 AUTOMOTIVE ELECTRICITY (3)**

This course covers wiring installation of automotive electrical components and servicing of lighting system, starting system, ignition system, and charging system. And it also includes reading, interpreting and designing electrical circuit diagram and troubleshooting of automotive chassis and engine electrical problem; such as no cranking, hard starting, and low battery supply. Pre-requisite: none (1 credit lec, and 2 credit lab)

**AM 126 ENGINE SERVICING II (3)**

This course is designed to enhance the knowledge, skills, and attitude of an individual in servicing engine mechanical components, overhauling the engine and servicing of diesel injection pump and injectors. The task involves in a complete dismantling and rebuilding of engine parts and components for both gasoline engine and diesel engine. Pre-requisite: AM 112 (2 credit lec, 1 credits lab)

**AM 213 AUTOMOTIVE AIR CONDITIONING (3)**

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

**AM 214 ELECTRONIC ENGINE  
MANAGEMENT (3)**

This course covers the knowledge, skills and attitude required to service, and repair electronically controlled fuel injection system and their associated components for both diesel and gasoline engine. And it also includes testing, installing and repair of automotive electrical security system and their components. Pre-requisite: AM 112 and AM 125 (1 credit lec, 2 credits lab.)

**AM 215 AUTOMATIC TRANSMISSION (3)**

This course is designed to enhance the knowledge, skills and attitude of an individual in servicing hydraulically operated automatic transmission. And it also includes overhauling of all automatic transmission gear box and valve body repair. Pre-requisite: AM 124 (2 credit lec, 1 credit lab).

**AM 225 AUTOMOTIVE COMPUTER  
CONTROL SYSTEM (3)**

This course covers the knowledge, skills and attitude required to: install, testing, and repair of engine computer control system such as; Electronic fuel injection ECU, Electronic spark advance components and idle speed control circuits. And it also includes servicing of emission control components. Pre-requisite: AM 112 and AM 125 (2 credit lec, and 1 credit lab)

**AM 226 ELECTRONICALLY CONTROLLED TRANSMISSION (3)**

This course is designed to enhance the knowledge, skill and attitude of an individual in servicing electronically controlled transmission. And it also includes servicing and repair of electrical and electronic components of automatic transmission. Pre-requisite: AM 215 and AM 122 (2 credit lec, 1 credits lab)

**AM 227 TRACTION CONTROL (3)**

This course is designed to enhance the knowledge, skills and attitude of an individual in servicing brake system with ABS (anti-lock brake system) equip and electronically controlled suspension system. And it also includes servicing, and troubleshooting of anti-lock brake components and electronically controlled suspension components. Pre-requisite: AM 111 and AM 125 (2 credit lec, and 1 credit lab)

**AM 228 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 actual work experience. Pre: Advisor's Consent (4 credits lab) Formerly numbered AM 224.

**AM 229 SERVICE LEARNING (4)**

Service-Learning is a process by which students learn through active participation in an organized service conducted in and meeting the needs of the community. Service-Learning is integrated into and enhances the academic curriculum. Service-Learning emerges from experimental learning theory and encourages active student involvement in the learning process. Pre: Instructor's consent (4 credits lab).

**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 123 APPLIED BUSINESS MATHEMATICS (3)**

This course introduces students to various computational skills commonly used in business and finance such as payroll, inventory, ration and percent and time value of money. Student will utilize practical applications of these concepts such as markup, markdown, trade discount, simple and compound interest and annuities. Student will also learn to use various ten-key calculating machines generally used in business offices. Pre: None (3 credits lec).

**BA 130 ACCOUNTING PRINCIPLES I (3)**

This course covers the basic concepts and principles of double-entry accounting. This includes entries to the journal, posting to the ledgers, preparation of simple financial statements, and closing of the books. Pre: None. (3 credits lecture). Formerly titled Bookkeeping I.

**BA 131 ACCOUNTING PRINCIPLES II (3)**

This course extends the study of a merchandising business organized as a partnership. It includes the study of corporate accounting and accounting control systems. Pre: BA 130 & MA 95. (3 credits lecture). Formerly titled Bookkeeping II.

**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 INTERMEDIATE ACCOUNTING I (3)**  
This course covers basic accounting principles of financial accounting and techniques within a framework of modern theory. Upon a completion of this course the student should be able to demonstrate knowledge and understanding of recording and reporting accounting information, preparing and analyzing financial statements, accounting cycle, accounting for merchandise enterprises, and the use of computerized accounting system. Pre: BA 131. (2 credits lec., 1 credit lab.) Formerly titled Principles of Financial Accounting.
- 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 INTERMEDIATE ACCOUNTING II (3)**  
This course covers accounting theories and components of financial statements. It includes a study of accounting's conceptual framework, the accounting process, financial statement analysis, time value of money, and special problems in income determination and other dimensions of financial reporting. It also emphasizes the applications of generally accepted accounting principles to these components and to reporting procedures. Pre: BA 212. (2 credits lec, 1 credit lab.) Formerly titled Principles of Managerial Accounting.
- 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)
- BA 224 SERVICE LEARNING (4)**  
Service-Learning is a process by which students learn through active participation in an organized service conducted in and meeting the needs of the community. Service-Learning is integrated into and enhances the academic curriculum. Service-Learning emerges from experimental learning theory and encourages active student involvement in the learning process. Pre: Instructor's consent (4 credit lab).

## **BLUEPRINT READING (BP)**

- 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 (3 credits lecture).

**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 (3 credits lecture).

**BP 119 BLUE PRINT READING FOR AUTO BODY REPAIR (3)**

This course is designed to help students gain skills in blueprint reading. It covers basic scales, alphabet of lines, drafting tools, geometric constructions, type of projections, dimensioning, weld symbols and weld joint design. Pre: None (3 credits lec.).

**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).

**BU 224 SERVICE LEARNING (4)**

Service-Learning is a process by which students learn through active participation in an organized service conducted in and meeting the needs of the community. Service-Learning is integrated into and enhances the academic curriculum. Service-Learning emerges from experimental learning theory and encourages active student involvement in the learning process. Pre: Instructor's consent (4 credit lab).

**CHINESE (CH)**

**CH 109 CONVERSATIONAL CHINESE - MANDARIN (3)**

This fundamental course in the Chinese Language enables students to understand basic vocabulary and simple sentence structure. The students will practice acceptable pronunciation and will learn common phrases used in daily social and business contacts. Pre: None. (2 credits lec., 1 credit 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 101 ADVANCED SELF-DEFENSE (1)**

The emphasis of this course is on more advanced application of self-defense techniques with the emphasis on executing counter attacking moves and defense maneuvers. It will also introduce defenses against multiple attackers and disarming of armed attackers. Pre: CJ 100 (1 credit lab).

**CJ 109 PHYSICAL FITNESS AND TRAINING (1)**

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: CJ 101 (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)

**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 Pubic Safety, and the National Emergency Management Office (NEMO). Pre: None (3 credits lec).

**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)

**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 AND 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)

**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, 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).

**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 writers. 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)

**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)

**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 actual work experience. Pre: Advisor's Consent (4 credits lab).

**CJ 225 SERVICE LEARNING (4)**

Service-Learning is a process by which students learn through active participation in an organized service conducted in and meeting the needs of the community. Service-Learning is integrated into and enhances the academic curriculum. Service-Learning emerges from experimental learning theory and encourages active student involvement in the learning process. Pre: Instructor's consent (4 credit lab).

**COMMUNICATION (CO)**

**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: None. (3 credits lecture).

**CS 212 MICROCOMPUTER APPLICATION (3)**

Two common computer applications are featured in this course: Excel and Access. Simple creation, editing, and printing of spreadsheets and database documents, as well

as special techniques for using Excel and Access will be explored. Pre: CS 100. (2 credits lecture, 1 credit lab).

**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 covers common construction materials, product, and system as well as construction efficiency and safety in the delivery, handling, and installation of building materials. Information on building materials, products, systems and procedure will be presented. 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 the 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 & BA 110. (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)

**CT 223 SERVICE LEARNING (4)**

Service-Learning is a process by which students learn through active participation in an organized service conducted in and meeting the needs of the community. Service-Learning is integrated into and enhances the academic curriculum. Service-Learning emerges from experimental learning theory and encourages active student involvement in the learning process. Pre: Instructor's consent (4 credit lab).

**DIRECTED STUDY**

**DS 299 DIRECTED STUDY (1-3)**

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 an appropriate 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 and physically, appropriate 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 familiarizes the student with the 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 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)

**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)

**ED 204 TEACHING/LEARNING IN PRE-K TO 3<sup>RD</sup> GRADE (3)**

This course is designed to provide pre and in-service teachers and paraprofessionals working with children ages 0-8 with a solid foundation based on which to make important decisions. Knowledge about how young children develop and learn will be gained. In addition, the participants in this course will explore strategies for teaching and assessing the learning of content area concepts with consideration of students belonging to different ethnic groups as well as those with special needs. While this course is only required for early childhood education majors, it is highly recommended for elementary school teachers of the primary grades (1<sup>st</sup> – 3<sup>rd</sup>) 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 SCHOOL (3)**

This course is designed to help students gain an appreciation for the various aspects of secondary school teaching and the challenges it presents. The primary emphasis of this course is to help develop teaching effectiveness that's sensitive to student diversity needs and complimentary to the fundamental goal of secondary education. In addition to relating major learning theories to teaching practices, the participants in this course will develop teaching strategies that are intended to make the topics they teach more interesting and meaningful to their students. Pre: ED 110, 192 & 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 pre-service and in-service 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 8<sup>th</sup> 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)

**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)

**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.)

**ED 290 STUDENT TEACHING - EARLY CHILDHOOD (4)**

This course provides student teachers with supervised and practical teaching experience in the classroom. Regular observations, counseling, and evaluation are provided by a cooperative teachers (CT) and the course instructor. Individual/group conferences with the CT 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: At least 2.0 GPA in program courses; Advisor's Consent, and TOEFL Score of 500 Points. (4 credits lab)

**ED 291 STUDENT TEACHING – SPECIAL EDUCATION (4)**

Same as ED 290

**ED 292 STUDENT TEACHING – ELEMENTARY EDUCATION (4)**

Same as ED 290

**ED 293 STUDENT TEACHING – SECONDARY EDUCATION (4)**

Same as ED 290

**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, a continuation of EN 70, is 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 92 BASIC READING SKILLS (3)**

Students will work on the basic elements of literal comprehension and develop the skills that are essential for successful study. Coursework will include more vocabulary building, identifying the key elements of reading selections, and techniques for paraphrasing and summarizing. Pre: Reading Level of 7<sup>th</sup> grade and below. (2 credits lec, 1 credit lab).

**EN 95 BASIC GRAMMAR AND WRITING SKILLS (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. 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. (2 credits lec, 1 credit lab). Formerly titled Developmental English.

**EN 109 ADVANCED 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



8<sup>th</sup> grade or higher or EN 92 (3 credits lec).  
Formerly titled College 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

**EN 114 ADVANCED COMPOSITION (3)**

This course provides practice in the 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)

**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 8<sup>th</sup> 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)

**EN 202 INTRODUCTION TO CHILDREN'S LITERATURE (3)**

This course is designed for students interested in developing their understanding of children's literature. The course will focus on the history

of children's literature, a survey of the various genres of children's literature, and an arts approach in teaching children's literature to achieve engaged reading. Students will become familiar with the different genres of children's literature including picture books, poetry, drama, folklore, information, historical literature, biography/ autobiography/memoir, contemporary realism fantasy/science fiction, celebratory-and the wide choice of books available in that literature. Students will explore the means to nurture in children a love of all kinds of books that will support them in becoming successful readers. The students will research and develop a presentation on a dynamic extension of a work of children's literature. Pre: EN 112 and EN 92. (3 credits lecture).

**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. (3 credits lecture).

**ELECTRICITY (ET)**

**ET 110 BASIC ELECTRICAL WIRING FOR NON-MAJORS (3)**

This course is designed to provide non-electrical major students with technical knowledge and skills relevant in construction sites. It deals with fundamental concepts of electricity to practical skills required in the workplace. It covers basic safety practices in dealing with electrical works, proper use of basic electrical hand tools, electrical devices and protections, connecting and installing simple electrical circuits and basic wiring for single-family dwelling unit. Pre: None. (2 credit lec, 1 credits lab). Formerly entitled General Electricity for non-majors.

**ET 111 BASIC ELECTRICITY (4)**

This course introduces fundamental concepts, theories, and principles necessary for a successful career in electrical installation. It

deals with construction, analysis and verification of AC and DC circuits necessary for electrical careers. It trains students with blending concepts relating to electrical theories and practical information commonly encountered in electrical works. Pre: None. (3 credits lec., 1 credit lab.) Formerly entitled AC/DC Electricity.

**ET 121 ELECTRIC MACHINES (4)**

This course provides technical knowledge and skills necessary in dealing with electric machines. It consists of theories and operating principles of transformers, motors, and generators. Specifically, it deals with connecting, installing, troubleshooting and repairing of transformers, motors, and generators. Appropriate CAI will be used. Pre: ET 111. (2 credit lecture, 2 credits lab).

**ET 122 RESIDENTIAL WIRING (4)**

This course provides the students with a comprehensive and practical approach to become successful residential electricians. It covers practical wiring experience in connecting and installing various types of branch circuits and services for lighting, heating, burglar alarms, and power for typical single-family dwelling units to multiple-family residential units. More specifically, it covers important concepts like planning a job, roughing in and trim out, ground fault circuit interrupters, and maintaining/troubleshooting a residential electrical wiring system in accordance with the latest edition of National Electrical Code. Appropriate CAI will be used. Pre: ET 111. (2 credit lecture, 2 credits lab).

**ET 210 MOTOR CONTROLS AND SEQUENTIAL CONTROLS (5)**

This course provides technical knowledge and skills relevant to industrial applications. It applies real world step-by-step approach to all aspect of motor controls and sequential controls, which includes basic control circuits, sensing devices and other control devices commonly used in industrial controls and installations. It also enables the students to learn to draw and interpret schematic/ladder and wiring diagrams, connect, install, troubleshoot, repair and maintain motor

controls and sequential controllers. Appropriate CAI will be used. Pre: ET 121 (3 credits lec., 2 credits lab). Formerly ET 123.

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

This course covers technical knowledge and skills relevant to the performing of critical tasks and responsibilities of commercial and industrial electricians. It covers installation of electrical service, feeders and branch circuits, power and lighting; special new construction systems of commercial and industrial establishments based on the industry standards and procedures. Appropriate CAI will be used. Pre: ET 122. (3 credits lec, 1 credit lab)

**ET 220 ELECTRICAL MANAGEMENT & MAINTENANCE (4)**

This course covers technical knowledge and skills necessary to manage and maintain electrical equipment found in industrial and commercial facilities. It deals with maintenance theories, predictive, preventive and periodic maintenance procedures and maintenance documentation. Appropriate CAI will be used. Pre: ET 210. (3 credits lec, 1 credit lab) Formerly ET 212.

**ET 221 ELECTRICAL ESTIMATING (3)**

This course provides a comprehensive approach to preparation of accurate competitive electrical estimates for building trades. It includes take off procedures 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). Formerly ET 213.

**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 skill. Pre: Advisor's Consent (4 credits lab)

**ET 223 SERVICE LEARNING (4)**

Service-Learning is a process by which students learn through active participation in an organized service conducted in and meeting the needs of the community. Service-Learning is integrated into and enhances the academic curriculum. Service-Learning emerges from experimental learning theory and encourages active student involvement in the learning process. Pre: Instructor's consent (4 credit lab).

**GENERAL ELECTRONICS (GE)****GE 113 COMPUTER OPERATING SYSTEM (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 softwares and application softwares 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, soldering applications 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).

**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: diode circuits, power supply circuits, transistor circuits, FET circuits, oscillator and multivibrator circuits, Op-amp circuits, wave shaping circuits, thyristor circuits and optoelectronic circuits. It includes testing and troubleshooting. Pre: GE 114 & GE 115. (2 credits lec, 1 credit lab.)

**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).

**GE 126 PRINCIPLES OF ELECTRONIC COMMUNICATION SYSTEMS (3)**

This course is designed to provide the students a comprehensive understanding on the principles of electronic communication systems. It covers principles of radio communication, troubleshooting of AM/FM radio receivers, radio 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.)

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

This course is designed to provide the students with fundamental knowledge and skills in industrial electronics. It deals with wiring and installation of electric motors, repair and maintenance of field control devices such as industrial switches, relays and sensors, and analysis and troubleshooting of control circuits. Pre: GE 124 & GE 125. (2 credits lec., 1 credit lab.)

**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).

**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)

**GE 217 INDUSTRIAL CONTROL  
TECHNOLOGY (3)**

This course covers analysis and applications of various industrial control devices such as: transducers, drivers, and actuators. It includes PLC operation, programming and application, and basic robotic construction and operation. 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 various video equipment, 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)

**GE 226 SERVICE LEARNING (4)**

Service-Learning is a process by which students learn through active participation in an organized service conducted in and meeting the needs of the community. Service-Learning is integrated into and enhances the academic curriculum. Service-Learning emerges from experimental learning theory and encourages active student involvement in the learning process. Pre: Instructor's consent (4 credit lab).

**HISTORY (HI)**

**HI 149 HISTORY AND CULTURE OF  
FSM: EMPHASIS YAP STATE (3)**

This course provides a historical overview of the evolution of multi-culture framework of the Caroline Islands which now compose of the Federated States of Micronesia from pre-western world contact to the present. Pre: TOEFL 450 (3 credits lecture).

**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 lecture).

**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 I (3)**

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

**HI 189 PALAUAN HISTORY AND 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).

**HI 209 HISTORY OF MICRONESIA II (3)**

This course emphasizes the post-colonial period of Micronesian History from Spain's formal claim of Micronesia in 1885 throughout the German, Japanese, and American Trust Territory administrations to the present COFA political status of Palau, FSM, and the Marshall Islands. Pre: Minimum TOEFL score of 450 (3 credits lecture).

**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; biomechanics; 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 lecture).

**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 (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 105 (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 (3 credits lec, 0 credit lab)

**IT 222 SERVICE LEARNING (4)**

Service-Learning is a process by which students learn through active participation in an organized service conducted in and meeting the needs of the community. Service-Learning is integrated into and enhances the academic curriculum. Service-Learning emerges from experimental learning theory and encourages active student

involvement in the learning process. Pre: Instructor's consent (4 credit lab).

#### **IT 223 INTERNSHIP (4)**

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

### **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 business 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 the 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, and an understanding of the different needs of users. The understanding gained during the course will prepare students for more advanced study within the Library Services program. Pre: none (3 credits lec). (The course may be offered by distance or in the classroom).

#### **LS 105 INTRODUCTION TO INFORMATION RESOURCES (3)**

The course focuses on the content and type of information contained within each resource, suitable uses for this information and the role of the publisher in developing information resources. Print resources, such as nonfiction books, dictionaries, encyclopedias and periodicals are covered, and also electronic resources, including databases, CD-ROMs, and the Internet. Resources will be evaluated to identify the most appropriate choices for specific users, and to determine their overall value within a library collection. Pre: none (3 credits lec). (The course may be offered by distance or in the classroom).

#### **LS 110 RESEARCH METHODS AND REFERENCE ASSISTANCE (3)**

This course covers customer service in libraries, and includes hands-on instruction in effective communication (particularly the reference interview), to provide efficient research and reference assistance. The course develops student understanding of research methods, based on skills learned within LS 105: Introduction to Information Resources.

More advanced searching methods are taught, and students will use these to identify a range of resources. Students will learn evaluation skills to select the most appropriate resources for specific user needs. A reference desk practicum is required. It is strongly recommended that students take EN 109 along with this class. Pre: LS 102, LS 105, CS 100. (3 credits lec). (The course may be offered by distance or in the classroom).

**LS 115 MICRONESIA-PACIFIC INFORMATION RESOURCES (2)**

This course outlines a wide variety of resources that provide information specifically about the Pacific Islands and Pacific Island issues, with special emphasis on Palau and Micronesia. The course also examines information resources found in Palauan libraries, information centers, archives, and museums, and covers special issues for collection development for Palau, Micronesia and the Pacific region. Pre: LS 105 (2 credits lec). (The course may be offered by distance or in the classroom).

**LS 120 LIBRARY MEDIA TECHNOLOGY (2)**

This course will offer an overview of the use, function, and general troubleshooting of technology media in libraries and information settings. This will include audiovisual equipment, computers, CD-ROMs, software installation, databases and the Internet. It is strongly recommended that students take IT 105 along with this class. Pre: LS 102 (2 credits lec). (The course may be offered by distance or in the classroom).

**LS 125 BOOK REPAIR AND PRESERVATION OF MATERIALS (2)**

This course will cover book repair and preservation of printed materials. Students will learn how to evaluate materials for repair, and decide on appropriate strategies for the conservation of valuable resources. Students will learn to manage library and information center facilities to prevent damage to resources, as well as effective disaster response. Pre: LS 102 and IT 105 (2 credits lec). (The course may be offered by distance or in the classroom).

**LS 202 MATERIALS SELECTION, CATALOGING AND INDEXING(3)**

This course covers library acquisition procedures, the practical applications of a range of cataloging standards, and a basic understanding of indexing. Students will demonstrate a good understanding of library technical services, and knowledge of the principles of collection management. Students will develop a basic understanding of the construction of an index of Palauan newspapers, and will learn to use AACR2 cataloging standards, the Dewey Decimal Classification system, and subject headings (SEARS List of Subject Headings). Pre: LS 102, LS 105 (3 credits lec). (The course may be offered by distance or in the classroom).

**LS 205 USER EDUCATION AND ACTIVITY PROGRAMMING (3)**

This course introduces students to the principles of user instruction, and activity programs for libraries and information centers. It examines a range of instructional possibilities relevant for libraries, and emphasizes information literacy principles to equip library users with a dynamic range of abilities for effective lifelong learning. The purpose and uses of activity programs (such as training sessions and workshops) is examined, and the course covers planning, design, and marketing of library services and programs. It is strongly recommended that students take EN 112 along with this class. Pre: LS 110. (3 credits lec). (The course may be offered by distance or in the classroom).

**LS 210 SCHOOL LIBRARY MEDIA CENTER (3)**

This course is designed for students who plan to work in an elementary school or high school library or media centers. The course will introduce students to the role of school library workers as an asset to the educational environment. The course will prepare students to work in school libraries as a library aide or media aide, and to collaborate with classroom teachers and administrators. Prerequisites: LS 102, 105, 120, 205, EN 112. (3 credits lec). (The course may be offered by distance or in the classroom).



**LS 215 MANAGEMENT OF LIBRARIES****AND INFORMATION CENTERS (3)**

Topics include supervision of staff, managing budgets, reports and evaluations, public relations and promotion of information services, technology planning, collection development, space planning, policy development and reporting to boards and governing bodies. It is strongly recommended that students take EN 114 along with this class. Pre: LS 205, (3 credits lec). (The course may be offered by distance or in the classroom).

**LS 220 FUNDING SOURCES FOR LIBRARIES (3)**

Students will examine funding sources and types of grants and other assistance for libraries and information centers, including museums and archives. Students will learn to research funding opportunities, design programs, write funding proposals, and administer grants projects. It is strongly recommended that students take EN 114 along with this class. Pre: LS 205. (3 credits lec). (The course may be offered by distance or in the classroom).

**LS 225 INTERNSHIP (4)**

This course provides the student practical training in Library and Information Services. With the assistance of an instructor-coordinator, the student is assigned to work under a supervisor in public or private school libraries in order to learn through actual work experience. Pre: Advisor's Consent. (4 credits lab).

**LS 226 SERVICE LEARNING (4)**

Service-Learning is a process by which students learn through active participation in an organized service conducted in and meeting the needs of the community. Service-Learning is integrated into and enhances the academic curriculum. Service-Learning emerges from experimental learning theory and encourages active student involvement in the learning process. Pre: Instructor's consent (4 credit lab).

**MATHEMATICS (MA)****MA 95 BASIC ALGEBRA (3)**

This course is designed to prepare students for other courses which require basic skills in algebra. Topics include real numbers and their properties with emphasis on practical applications, variable expressions, linear equation and inequalities, polynomials, factoring, and rational expressions. Pre: None. (2 credits lec., 1 credit lab.)

**MA 100 TECHNICAL MATHEMATICS (3)**

This course is designed to fulfill the mathematical needs of students in various vocational fields. It covers length, areas, volumes, system of measurement, ratio and proportions, power and energy, personal finance and mathematical application in construction and manufacturing. Pre: MA 95 (3 credits lecture).

**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. None (3 credits lecture).

**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).

**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 critical

thinking, sets, logic, system of numeration, number theory and the real number system, algebra, graphs and function, geometry, probability, and statistic. Pre: MA 105 (3 credits lec)

**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. Pre: MA 105 (3 credits lec).

**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. Pre: MA 111 (3 credits lec.)

**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.)

**MA 221 CALCULUS I (5)**

This is the first course of a standard calculus course. Topics include functions and models, limits and derivatives, differentiation rules, application of differentiation, and integrals. Pre: MA 112 (5 credits lecture)

**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 their 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)**

This course is an applied introduction to the fundamental elements of music. Students learn the basics of music reading, dictation, composition and score of familiarization in this studio course through project work. Western and Palauan music literature and instruments are surveyed. Pre: None. (3 credits lecture).

**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)

**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 (4)**

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 the Nursing Program (2 credits lec, 2 credits lab)

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

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. Concurrent: SC 159B. (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. Concurrent: SC 159B. (1 credit lec.)

**NU 105 PATIENT/FAMILY HEALTH EDUCATION (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 illnesses or conditions so they can be involved in their own 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 the transition from a student to a 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. It emphasizes the transition from the role of a student to a registered nurse, and from a registered nurse to advanced 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)

**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 (4)**

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

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

Focuses on the use of the nursing process to assist clients and their significant others with physical mobility, elimination, reproductive, immune responses, 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 (4)**  
**(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, 2 credits lab)

**NU 205 MENTAL HEALTH NURSING (4)**

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 a 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, 2 credits lab)

**NU 206 COMMUNITY HEALTH NURSING (4)**

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, 2 credits lab)

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

In addition to 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 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. (3 credits lecture).

**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).

**OA 210 DOCUMENT PROCESSING (3)**

This course provides simulated document processing in the workplace using Microsoft Office applications, and develops keyboarding speed and accuracy. It will cover realistic workplace challenges integrating business vocabulary, critical thinking strategies, and web research skills into the development of various business documents. Pre: IT 105 (3 credits lecture).

**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 92, EN 95 and CS 100. (3 credits lec).

**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: OA 112, CS 100 and BA 130. (3 credits lecture).

**OA 222 INTERNSHIP (4)**

This course provides the student with 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 actual work experience. Pre: Advisor's Consent (4 credits lab)

**OA 223 SERVICE LEARNING (4)**

Service-Learning is a process by which students learn through active participation in an organized service conducted in and meeting the needs of the community. Service-Learning is integrated into and enhances the academic curriculum. Service-Learning emerges from experimental learning theory and encourages active student involvement in the learning process. Pre: Instructor's consent (4 credit 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)

work together in Palau. Pre: Minimum TOEFL score of 450 (3 credits lec)

## **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 business contacts. Pre: None (2 credits lec, 1 credit lab)

### **PW 105 INTRO TO GENEALOGY (3)**

This course will look at basic concepts of genealogy, with emphasis on Palau, to help students understand their kinship and status through their relationships within their families, clans, and villages. Pre: Minimum TOEFL score of 450 (3 credits lec)

### **PW 189 PALAUAN LITERATURE (3)**

This course is a survey of Palauan myths, legends, folklore, proverbs, poems, and others. Students will receive overview of Palauan literature and discuss, compare and contrast with literature of other island cultures. Students will be encouraged to use legends and other materials in creative writing exercises. Pre: Minimum TOEFL score of 450 (3 credits lec)

### **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: PW 101 or fluency in Palauan (3 credits lec.)

### **PW 223 PALAU ECONOMY (3)**

This course will analyze the structure and function of Palau's economy. A Particular focus will be in comparing traditional and western economic systems, and to explain how both economic systems could/could not

### **PW 225 PALAU GOVERNMENT: EVOLUTION (3)**

This course is designed to acquaint students with the structures, functions, and policy-making processes of Palauan governance, beginning with its traditional governance system and the analysis of Palau's changes as it evolved through four colonizers to its present governance system. In addition, the course will facilitate students' research and writing; the critiquing of the development and changes that Palau governance went through, and identify parts of the traditional government that could be useful in Palau's present system. Pre: Minimum TOEFL score of 450 (3 credits lec)

### **PW 227 PALAU CONSTITUTION (3)**

This course is designed to give students some basic understanding of the constitution - its history, practices, and conflicts. Students will compare and contrast some of constitutional issues with other countries such as the U.S., Australia, Canada, and Great Britain. Pre: Minimum TOEFL score of 450 (3 credits lec)

### **PW 240 PALAUAN TRADITIONAL COURSE TOPICS (5)**

These selected topics will familiarize students with how and why these practices are performed. Familiarization will be through field trips, observations, discussions and/or through application. Pre: HI 189, SS 179 and SS 229 (5 credits lab)

## **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 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: EN 95 and MA 95 (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: EN 95 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 & 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 functions. 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 the special features of each bone. Pre: None (3 credits lec, 1 credit lab)

### SC 159B ANATOMY & 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 the information from the first semester course with an emphasis on upper organization levels of the human body. During laboratory, students will dissect and identify all organ systems in both a cat and a fetal pig. Students will learn skills in dissection; knowledge in 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 the 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 the 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 205 PHYSICS I (4)**

This is the first semester of a two-semester calculus-based physics course intended for students with a desire to continue to advanced studies of science and engineering. Topics covered in this course will be units and problem solving, kinematics in one and two dimensions, Newton's laws, momentum, rotational and linear dynamics, work and energy, sound and light waves, fluid dynamics and thermal dynamics. Pre: SC 119, MA 112, and pre or co-requisite MA 221 (3 credits lec, 1 credit lab)

**SC 206 PHYSICS II (4)**

This is the second semester of a two-semester calculus-based physics course intended for students with a desire to continue to advanced studies of science and engineering. Topics covered in this course will be static electricity, electrical fields, series and parallel circuits, magnetic fields, electromagnetic induction, Quantum theory, Bohr and modern atom, solid state electronics, nuclear physics, radiation, nuclear applications. Pre: SC 205, MA 221 (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: EN 95 and MA 95 or MA 101 (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 21<sup>st</sup> century, including global warming, deforestation, land degradation and waste management. Students will be required to undertake an environmental research project. Pre: EN 95 and MA 95 or MA 101 (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 actual work experience. Pre: Advisor's Consent (4 credits lab)

**SC 276 SERVICE LEARNING (4)**

Service-Learning is a process by which students learn through active participation in an organized service conducted in and meeting the needs of the community. Service-Learning is integrated into and enhances the academic curriculum. Service-Learning emerges from experimental learning theory and encourages active student involvement in the learning process. Pre: Instructor's consent (4 credit 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 the 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 is a continuation of SE 122. It covers small engine and outboard engine wiring diagrams and designs. It provides student with a practical approach to industry-wide electrical testing, diagnostic and repair techniques using diagnostic charts, wiring diagrams, service manuals, and manufacturers repair procedures. Pre: SE 122. (2 credits lecture, 1 credit lab).

**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 actual work experience. Pre: Advisor's Consent (4 credits lab)

**SE 224 SERVICE LEARNING (4)**

Service-Learning is a process by which students learn through active participation in an organized service conducted in and meeting the needs of the community. Service-Learning is integrated into and enhances the academic curriculum. Service-Learning emerges from experimental learning theory and encourages active student involvement in the learning process. Pre: Instructor's consent (4 credit lab).

**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 groups, 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)

**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 the 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, and 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)

**TOURISM AND HOSPITALITY (TH)**

**TH 100 INTRODUCTION TO TOURISM AND HOSPITALITY (3)**

This course will provide a general overview into the tourism and hospitality industry. The students will explore different segments of tourism and hospitality including lodging, restaurant and services, and convention management. It will examine and compare careers and operational areas in the hospitality

industry. This course will also examine the relationship between the hospitality industry and the community around it. This may include employment in supporting industries, the impact on infrastructure and the pressures on the natural environment. Pre: None (3 credits lecture).

**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 OPEN WATER DIVE (2)**

This course is designed to introduce the students to the aquatic world, specifically to the sport of scuba diving. The student will learn the theoretical knowledge necessary for safe diving and will achieve mastery of the required skills and techniques in open water. It is performance based whereby students must demonstrate mastery of each step before proceeding to the next step. For all "in water" portions of the course, there is no grading system as practice continues until mastery is achieved. Pre: HP 181 or a Valid First Aid and CPR card. (2 credits lab). Formerly titled Recreational Diving.

**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 means 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 students will participate in field observations/studies. Pre: EN 95 (2 credits lec)

**TH 118 BAKING (3)**

The course will cover the skills necessary for 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 the 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. The 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 ADVANCED OPEN WATER DIVE (1)**

This course is designed to refine and strengthen developed skills and techniques introduced in the Open Water Course with respect to five (5) different diving situations. The students will learn the theoretical knowledge necessary for each specific type of dive and will achieve mastery of the required skills and techniques for Advance Open Water Dive. Pre: TH 104. (1 credit lab.) Formerly titled Scuba Dive Master.

**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 hotel and the hospitality accounting practices. Reservations, check in, check out, and night auditor functions will be covered through 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 (3 credits lecture).

**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: TOEFL Score 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: TOEFL Score 450 and 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: TOEFL Score 450. (3 credits lec).

**TH 223 INTERNSHIP - F & B (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 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

**TH 228 SERVICE LEARNING – F & B (4)**

Service-Learning is a process by which students learn through active participation in an organized service conducted in and meeting the needs of the community. Service-Learning is integrated into and enhances the academic curriculum. Service-Learning emerges from experimental learning theory and encourages active student involvement in the learning process. Pre: Instructor's consent (4 credit lab).

**TH 229 SERVICE LEARNING – HOTEL  
OPERATIONS (4)**

Same as TH 228

**TH 230 SERVICE LEARNING – TOUR  
SERVICES (AAS) (4)**

Same as TH 228

**TH 231 SERVICE LEARNING – TOUR  
SERVICES (AS) (4)**

Same as TH 228

**TH 232 SERVICE LEARNING –  
HOSPITALITY MANAGEMENT (4)**

Same as TH 228

**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)

**WE 115 FUNDAMENTALS OF  
METALLURGY (3)**

This course is designed to give the students a general background in metals. It covers different types of metals and their alloys including processing, properties and their uses. Pre: None (3 credits lec)



PCC Dorm Residents Women's Retreat 2006



Automotive Body Repair Student, 2008

## CONTINUING EDUCATION NON-CREDIT COURSES

### ART AND DESIGN TRAINING

#### **ADT 001 INTRODUCTION TO FABRIC DESIGN**

Upon completion of this training, the 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, the trainee will acquire basic skills and knowledge in drawing and sketching. The 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 COLOR PAINTING**

Upon completion of this training, the trainee will have been introduced to the world of watercolor painting and gain familiarity by creating abstract designs, still lifes, 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, the 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, the 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, the trainee will acquire basic skills and knowledge required for painting using fabric. (Contact Hours: 40)

#### **ADT 007 KIRIE ART**

Upon completion of this training, the 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, the participants will be able to arrange flowers for homes and offices. The 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, the 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, the 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, the trainee will have acquired basic skills in weaving marmars and leis; become familiar with 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, the 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, the trainee will have acquired the 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, the trainee will have acquired the basic understanding of how to make his/her products or services successful in an already competitive environment. (Contact Hours: 4)

### **BC 004 SALESMANSHIP**

Upon successful completion of this training, the trainee will have acquired the 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, the trainee will have acquired the basic understanding and knowledge of maintaining good bookkeeping records. (Contact Hours: 10)

### **BC 006 ANALYZING FINANCIAL STATEMENTS**

Upon completion of this training, the trainee will have acquired the basic understanding and skills to interpret and understand financial statements. (Contact Hours: 10)

### **BC 007 ACCOUNTING WORKSHOP**

Upon completion of this training, the trainee will have acquired the basic understanding of proper accounting techniques for government accounting procedures. (Contact Hours: 36)

### **BC 008 QUICKEN TRAINING**

Upon completion of this training, the trainee will have acquired the 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, the trainee will be able to understand various techniques used to select a career as well as skills for effective job interview; and securing and keeping a job. (Contact Hours: 20)

### **BC 010 CASHIERING WORKSHOP**

Upon completion of this training, the trainee will have acquired 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, the 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, the participants will be able to evaluate business/organizations as well as understand economic sectors and the sectors' functions within a national and a global perspective. (Contact Hours: 32)

### **BC 013 BUSINESS MATH**

Upon completion of this training, the 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, the 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 XP**

Upon completion of this training, the trainee will have acquired the basic knowledge of how to operate Windows XP 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 the operating system options. Pre: Keyboarding (Contact Hours: 10)

**CC 003 MICROSOFT WORD**

Upon completion of this training, the trainee will have acquired the 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, the 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, the 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, the 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, the 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 & MAINTENANCE**

Upon completion of this training, the 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, the 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, the trainee will have acquired 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 EMAIL/INTERNET TRAINING**

Upon completion of this training, the trainee will have acquired the skills and understanding needed to successfully access/use E-mail and Internet using Windows. (Contact Hours: 10)

**CC 012 POWER POINT PRESENTATION**

Upon completion of this training, the trainee will have acquired 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)

## **CONSTRUCTION**

### **CON 001 BUILDING TRADITIONAL HUTS**

Upon completion of this training, the trainee will have acquired 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)

### **CON 002 DESIGNING CONCRETE MIX**

Upon completion of this training, the trainee will have acquired the 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)

### **CON 003 DESIGNING STAND ALONE SEPTIC TANKS**

Upon completion of this training, the trainee will have acquired 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 plumbing mathematics. (Contact Hours: 30)

### **CON 004 THATCHING NYPA LEAVES**

Upon completion of this course, the participants will be able to repair a leaking roof made of thatch by themselves. The Participants will learn the types of materials needed, application, and weaving techniques. (Contact Hours: 16)

### **CON 005 MAKING ADZE BLADES**

Upon completion of this course, the participants will be able to make an adze blade. The Participants will be able to select the appropriate material to be used for an adze blade and how to fabricate the blade. (Contact Hours: 16)

### **CON 006 MOUNTING/FIXING THE HANDLE OF ADZE AND TYING**

Upon completion of this course, the 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)

### **CON 007 LOG CONSTRUCTION**

Upon completion of this training, the trainee will have acquired 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)

### **CON 008 SITE PREPARATION & LAYOUT AND FOOTING & FOUNDATION**

Upon completion of this training, the trainee will have acquired the basic knowledge to perform preparation and layout as well as footing and foundation. Contact Hours: 40)

### **CON 009 BASIC RESIDENTIAL WIRING AND TROUBLE SHOOTING**

Upon completion of this training, the 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)

### **CON 010 BASIC PLUMBING**

Upon completion of this training, the trainee will have acquired 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 ours: 32)

### **CON 011 PLASTERING**

Upon completion of this training, the trainee will have acquired the basic skills and knowledge in the proper use of plastering tools, mortar mixing, plastering guides, and plastering techniques. (Contact Hours: 10)

### **CON 012 REBAR WORK**

Upon completion of this training, the trainee will have acquired the basic skills and

knowledge in rebar sizes, including bending and laying techniques in various concrete members. (Contact Hours: 10)

#### **CON 013 FORM BUILDING**

Upon completion of this training, the trainee will have acquired the basic skills and knowledge in the functions of each form member, selection of form material, layout, cut material and building footing, and foundation forms as well as column, beam, and roof forms. (Contact Hours: 10)

#### **CON 014 LAYING BLOCKS**

Upon completion of this training, the trainee will have acquired 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)

#### **CON 015 BLOCK MAKING**

Upon completion of this training, the trainee will have acquired the basic skills and knowledge in measuring, mixing, judging mix wetness, and making and curing blocks. (Contact Hours: 5)

#### **CON 016 MIXING CONCRETE**

Upon the completion of this training, the trainee will acquired the basic skills and knowledge in mixing operations, placing finishing operation, and curing concrete. (Contact Hours: 10)

#### **CON 017 CONCRETE ESTIMATION**

Upon the completion of this training, the trainee will acquired 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)

#### **CON 018 CONCRETE FUNDAMENTALS**

Upon completion of this training, the trainee will have acquired 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)

#### **CON 119 BASIC LEVELING**

Upon completion of this training, the trainee will have acquired the 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)

#### **CON 020 RESIDENTIAL COST ESTIMATION**

Upon completion of this training, the trainee will have learned the different types of estimates, possible errors in estimating, estimating volume of soil, cubic yard of ready-mixed concrete block, estimating the number of raw materials for concrete, estimating blocks and mortar, estimating forms of lumber, sheathing, walls, framing, wall covering, ceiling, and roof. (Contact Hours: 10)

#### **CON 021 HOME INSPECTION**

Upon completion of this training, the trainee will have acquired 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)

#### **CON 022 RESIDENTIAL WATER TANK CONSTRUCTION**

Upon completing of this training, the trainee will have acquired 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 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)

#### **CON 023 BASIC MASONRY**

Upon completion of this training, the trainee will have acquired the 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)

#### **CON 024 BASIC APPRAISAL PRINCIPLE**

An introductory course leading towards a certification, and licensing on appraiser program. The Participants will undergo an intensive 30 hours (one week) of training to acquire the required courses each time offered for certification and licensing. There are seven courses required, plus practicum and professional examination. The Instructor is coming from off-island, and the scheduling if this course requires a minimum of ten participants. The cost varies depending on the number of sign ups; \$300 per person if only ten will attend and \$200 per person if 20 or more will attend.

#### **CON 025 NATIONAL UNIFORM STANDARDS OF PROFESSIONAL APPRAISAL PRACTICE (USPAP) COURSE,**

Using the National USPAP Course material developed by the sponsoring organizations of The Appraisal Foundation, this two-day course covers basic rules for ethical behavior and competent performance. The course is designed to comply with USPAP requirements for state certified appraisers and it highlights the role of the appraiser and the implied impartiality often associated with this role. Participants will learn how requirements of the *Uniform Standards of Professional Appraisal Practice* affect their appraisal businesses. (Contact Hours: 15)

#### **CON 026 RESIDENTIAL MARKET ANALYSIS AND HIGHEST & BEST USE**

This two-day course provides a fresh look at the relationship between market analysis and

highest and best use. Discover where to find the information you need to make the highest and best use decision; how to interpret the information you find. Learn how to read and map a market area for a subject property, and discover the essential links between market analysis, highest and best use analysis, and the three approaches to value (cost, sales comparison, and income capitalization). Gain practical experience by solving highest and best use problems similar to problems you might encounter in the real world. Theory is translated into practice through extensive and varied classroom activities encouraging you to become actively involved in applying concepts to real-world situations. Successful completion of the course and exam should satisfy most states' education requirements in the content area identified as residential market analysis and highest and best use. (Contact Hours: 16)

#### **CON 027 RESIDENTIAL SITE VALUATION AND COST APPROACH**

This new course meets current and future AQB criteria. It is designed for the participants with introductory experience and understanding of fundamental concepts of the appraising, and it focuses on the valuation of vacant land parcels and the development of the cost approach. Your skills will be developed through the creation of a current cost estimate using market extraction, interview techniques, and information provided by professional cost data sources. An in-depth case study takes you from the origin of the appraisal assignment to a final value estimate using various cost approach applications. By successfully completing the course and exam, you will have met most states' education requirements in the content area identified as residential site valuation and cost approach.

#### **CON 028 RESIDENTIAL SALES COMPARISON AND INCOME APPROACHES**

This new course will meet current and future AQB criteria. Through two in-depth case studies, this introductory course provides you with the techniques necessary for completing the sales comparison and income capitalization approaches of the valuation process. You will develop and apply qualitative and quantitative

analysis techniques as well as organize and reconcile data.

## **CON 029 RESIDENTIAL REPORT WRITING AND CASE STUDIES**

This course meets current and future AQB criteria by engaging appraisers in practical writing exercises necessary to produce convincing appraisal reports in daily practice. Course objectives are achieved through the discussion and application of residential valuation procedures, grammar rules and writing techniques, and specific writing assignments based on a residential case study. The Participants will practice writing effective narrative comments for form appraisal reports and learn how to explain valuation procedures and conclusions to users of reports. The techniques applied in this course are useful in real-life situations that complicate routine assignments.

## **SURVEY AND ENGINEERING TRAINING**

### **ENT 001 INTRODUCTION TO SURVEYING**

Upon completion of this training, the trainee will have acquired the basic skills and knowledge in starting a career in the field of surveying technology. (Contact Hours: 20)

### **ENT 002 AREA SURVEYING TRAINING**

Upon completion of this training, the trainee will have acquired the 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 003 TRAVERSE SURVEYING**

Upon completion of this training, the trainee will have acquired the 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)

### **ENT 004 BASIC ELECTRONICS FOR HOBBYIST**

Upon completion of this training, the trainee will have acquired the basic 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 electronics instruments. (Contact Hours: 60)

### **ENT 005 STEREO AMPLIFIER SERVICING AND MAINTENANCE**

Upon completion of this training, the trainee will have acquired 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)

### **ENT 006 TELEVISION HOOK-UP AND MAINTENANCE**

Upon completion of this training, the trainee will have acquired 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)

### **ENT 007 VCR/DVD SERVICING AND MAINTENANCE**

Upon completion of this training, the trainee will have acquired the skills and knowledge in the principles of servicing and maintenance procedures for modern VCRs/DVDs today. This training includes the hook-ups and connections of the VCR/DVD unit to other audio and video equipment, and the programming of the system control memory for the effective utilization of the modern features certain VCRs/DVDs can introduce to its user. (Contact Hours: 20)

## **ENVIRONMENTAL TRAINING**

### **ENV 001 IDENTIFYING PALAUAN MANGROVE WOODS**

Upon completion of this class, the participants will be able to identify different varieties of mangrove wood by their physical features: leaves, sizes, flowers, and common usage. (Contact Hours: 16)

### **ENV 002 IDENTIFICATION OF TERRESTRIAL WOODS**

Upon completion of this course, the participants will be able to identify various terrestrial woods found in Palau and understand their features: size, leaves, flowers, where they are found and their common usage. (Contact Hours: 24)

### **ENV 003 TARO IDENTIFICATION**

Upon completion of this course, the participants will be able to identify the different kinds of taro plants that grow in Palau. (Contact Hours: 16)

### **ENV 004 IDENTIFICATION OF INVASIVE WEEDS IN PALAU**

Upon completion of this training, the 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 005 IDENTIFICATION OF PALAUAN EDIBLE PLANTS**

Upon completion of this course, the participants will be able to name and identify edible plants found in Palau. (Contact Hours: 16)

### **ENV 006 IDENTIFICATION OF MEDICINAL PLANT IN PALAU**

This course offers an opportunity to learn the variety of medicinal plants found in Palau and their use. The Participants will learn the local names, areas to find them, and applications. (Contact Hours: 20)

## **ENV 007 COMPOSTING**

Upon completion of this training, the trainee will be able to successfully make and use compost. This will include the 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)

## **ENV 008 SOIL PREPARATION**

In this course the participants will learn the basic about soil and how to prepare it for your home gardening. Fertilizing, composting, potting and other skills will be covered. (Contact Hours: 20)

## **HOME ECONOMICS TRAINING**

### **HET 001 COOKING CLASSES**

The 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, the 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 CUSTOMS**

Upon completion of this class, the 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)

### **HET 003 BEVERAGE PREPARATION**

The Participants will learn the basics of mixing drinks. The skills learned in this short program can prepare the participants to work in a restaurant, a bar, or accommodate special guests at a cocktail party at home. (Contact Hours 10)

## **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, the trainee will be able to understand and converse in Palauan with more fluency. Pre: Basic Palauan (Contact Hours: 36)

### **LC 003 CHINESE (MANDARIN)**

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 MANDARIN II**

Slightly advanced from the mandarin one level. Participants will reinforce what they have learned from the mandarin one, provided additional vocabulary, grammar, and pronunciation is emphasizes. Students will do a lot of role playing (exercises) as a practice to acquire the knowledge. (Contact Hours: 36)

### **LC 005 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 006 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 007 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 008 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)

### **LC 009 BASIC TAGALOG CONVERSATION**

Upon completion of this course, trainees will be able to understand and converse in basic tagalog. Trainees will learn basic terms, pronunciation and application. (Contact Hours: 36)

## **MATH AND ENGLISH FOR ADULTS**

### **MEA001 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)

### **MEA002 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)

### **MEA003 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 student's needs. It also covers mechanics, basic grammar, sentence structure, organization, format, proofreading, and editing. Computer skills are desirable but not required. (Contact Hours: 40)

#### **MEA 004 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)

#### **MEA 005 JOURNALISM TRAINING**

Upon completion of this training, the trainee will be able to write and present news stories in a manner and style that is attractive to the readers of any newspaper in Palau and elsewhere. (Contact Hours: 5)

#### **MEA 006 ACCELERATED READING**

Upon completion of this training, the trainee will have acquired the basic reading skills and knowledge such as identifying main ideas, supporting details; distinguishing between fact and opinion; organizational methods, dictionary skills vocabulary, and use of the different parts of a book such as the table of contents, bibliography, and glossary. These skills will be learned through guided readings as well as individualized readings. (Contact Hours: 50)

### **MANAGEMENT TRAINING**

#### **MT 001 EFFECTIVE PROGRAM PLANNING TECHNIQUES**

Upon completion of this training, the 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 provide a presentation at the end of the training. (Contact Hours: 10)

#### **MT 002 PROGRAM EVALUATION**

Upon completion of this training, the trainee will have the skills and understanding of the concept 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, the 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, the trainee will have acquired the basic skills and knowledge in the 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, the trainee will have a clear understanding of the structure that he/she works both in human resources and financial capital. (Contact Hours: 10)

#### **MT 006 MANAGEMENT BY OBJECTIVES**

Upon completion of this training, the 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, the participants will have learned 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. The 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, the 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, the participants will be able to manage time more effectively. The Participants will learn to understand the principles that relate to focusing daily objectives toward personal goals. (Contact Hours: 16)

**MT 010 SUPERVISING ON THE JOB TRAINING**

Upon completion of this course, the participants will understand their roles as supervisors. The course will cover standards and conditions, safety regulations, time management, monitoring, and performance evaluation. (Contact Hours: 16)

**MT 011 MANAGEMENT 101**

This course is required for all managers; especially new ones. The Participants will learn the basics of management and how to maintain successful relationships with employees. The class promotes team work, motivation, work ethics, and much more. (Contact Hours: 4)

**MT 012 MOTIVATION**

This course covers the difference of motivation styles based on different theories. The Participants will identify the what and how in employees motivation. (Contact Hours: 2)

**OFFICE SKILLS**

**OS 001 SECRETARIAL TRAINING**

Upon completion of this training, the trainee will have acquired an 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, the 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, the 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, the 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, the 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, the participants will be able to answer telephones more effectively. The Participants will understand the correct telephone procedures and how to effectively handle situations that occur with communication by telephone. (Contact Hours: 4)

**OS 007 BUILDING OFFICE SKILLS**

Upon completion of this course, the 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 OFFICE ADMINISTRATION SKILLS**

Upon completion of this training, the trainee will have learned to improve his/her work performance. This training covers the qualities as a worker and how to improve work performance. This training covers qualities in

a worker; how to make the work environment more pleasant; improvement of interpersonal skills, customer service, telephone etiquette, communication, professional conduct; office equipments, documents, and methods of evaluation. (Contact Hours: 20)

## **NAVIGATION AND SAFETY TRAINING**

### **NST 101 MARITIME OBSERVER TRAINING**

Upon completion of this training, the trainee will have acquired skills and understanding of navigation, fish sampling, and record keeping, and will be issued a certificate to become a Maritime Observer. (Contact Hours: 80)

### **NST 002 SELF-DEFENSE**

Upon completion of this training, the trainee will have acquired skills and understanding of the techniques for self-defense as well as develop proper attitudes and discipline toward life. (Contact Hours: 40)

### **NST 003 BOATING SAFETY TRAINING**

Upon completion of this training, the trainee will be issued a boating safety license as acknowledgment that he/she has acquired an understanding of boating regulations and “the rules of the road” and the skills to operate boats safely and responsibly in Palau waters. (Contact Hours: 18)

### **NST 004 GLOBAL POSITIONING**

Upon completion of this training, the trainee will have acquired the basic skills necessary to operate a GPS to set a course as well as pinpoint a certain location on land or sea. (Contact Hours: 20)

### **NST 005 EMERGENCY PREPAREDNESS**

Upon completion of this training, the participants will have the proper knowledge and skills to perform an objective evaluation of emergency preparedness. The main objective of this training is to help people prepare for disasters by identifying indicators of preparedness, implementing them, and evaluating them before the effectiveness of emergency planning interventions can be measured accurately. (Contact Hours: 8)

### **NST 006 FIRST RESPONDERS TRAINING**

This first responders training provides an overview of how responders respond to and handle emergency situations. The training is divided into specific segments of operation, portraying technical skills in triage, treatment, transport, staging, rehab, safety, and medical assistance. The training can be offered in a day by covering one particular segment, or in two consecutive weeks covering the entire module. (Contact Hours: 80)

### **NST 007 COMMUNITY FIRST AID AND SAFETY**

The main purpose of this course is to help lay responders recognize an emergency and feel more confident in their abilities to act aptly in the event of any emergency situation. Additionally, this course is designed to promote a safe and healthy lifestyle. Upon completion of this course, through a series of demonstrations and tests, one will be able to provide basic care that is necessary for injuries or sudden illnesses in infants, children, and adults. This course certifies individuals for CPR and First Aid and Safety. It is a 10-12 hours course. This course is divided into three components:

#### **Component 1: Adult CPR**

The Participants in this course will be able to respond to an emergency. They will also be able to recognize an emergency, devise an emergency plan, provide appropriate information, and even demonstrate needed medical skills for conscious or unconscious victims. (Contact Hours: 4)

#### **Component II: Infant and Child CPR**

The Participants in this course will be able to respond to a breathing or cardiac emergency in infants and children. (Contact Hours: 4)

#### **Component III: First Aid Basics**

The Participants in this course will be able to recognize and care for victims of sudden illness and injuries. (Contact Hours: 4)

## **PARENTAL TRAINING**

### **PAT 001 BANKING FOR CHILDREN**

Upon completion of this course, the 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, the trainee will have a better understanding of the Palauan customs related to pregnancy and birth; learn how natural childbirth came to be in Palau. (Contact Hours: 20)

### **PHC 002 HEREDITARY STATUS AND STRENGTH**

Upon completion of this training, the 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, the trainee will have a better understanding of the traditional leadership in Palau and how major decisions are made affecting families, clans, and the whole community. (Contact Hours: 20)

### **PHC 004 DEATH, FUNERAL, AND ASSOCIATED RESPONSIBILITIES**

Upon completion of this training, the trainee will have a better understanding of the roles or responsibilities of those directly and indirectly involved in a funeral and even after the funeral is over. (Contact Hours: 20)

### **PHC 005 TRADITIONAL PALAUAN ECONOMY AND TRADE**

Upon completion of this training, the trainee will have a better understanding of the economy and trade of Palau in the early days. (Contact Hours: 20)

## **PHC 006 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 the Post COFA era. Upon completion of each of these segments, the participants will have a clear understanding of the history of Palau. Presentations will cover topics and issues that have had a dramatic impact on the Palauan history, government, economy, and culture. (Contact Hours: 6 per segment)

## **PHC 007 PALAUAN HISTORICAL SITES**

Upon completion of this course, the participants will be able to identify major historical sites around Palau and understand their significance to respective communities in Palau. (Contact Hours: 24)

## **PHC 008 PALAUAN PROVERBS**

Upon completion of this course, the participants will understand the importance of Palauan proverbs, their implications and application to everyday life situations and behavior. The Participants will learn the underlying dynamics of meaning behind the proverb itself. (Contact Hours: 32)

## **PHC 009 PALAUAN LEADERSHIP STRUCTURE**

Upon completion of this course, the participants will be able to, understand the dynamics of the Palauan leadership structure and how it works. The Participants will explore, assess, and analyze how each of Palau's state leadership structure operates. (Contact Hours: 24)

## **PHC 010 PALAUAN LEADERSHIP STRATEGIES**

Upon completion of his course, the participants will be able to understand and apply different leadership strategies. The Participants will explore the different leaders of Palau and their leadership strategies in

handling certain courses of action. (Contact Hours: 24)

## **SPORTS FISHING & DIVING CLASS**

### **SFD 001 OPEN WATER SCUBA DIVING**

Upon completion of this training, the trainee will receive a certificate through Professional Association of Diving Instructors (PADI) as a certified open water scuba diver. (Contact Hours: 40)

### **SFD 002 FIXING SPEARGUN**

Upon completion of this class, the 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 class, the participants will be able to make their own spears. The 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, the participants will be able to make their own fish traps. The course will cover both the traditional as well as use of modern materials to construct fish traps. Different techniques and applications to trap different fish will be covered. (Contact Hours: 8)

### **SFD 005 BOTTOM FISHING**

Upon completion of this course, the participants will have learned the basics of bottom fishing techniques and styles. The 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, the participants will have learned various styles and techniques of shore and offshore casting. The Participants will learn different techniques used in catching different kinds of fish.

Different uses of fishing rods, reels, lures, weight, hooks, and baits will be covered. (Contact Hours: 16)

### **SFD 007 THROWN NET CASTING**

Upon completion of this course, the 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, the participants will have learned 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, the 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 documents. Pre: None. Contact Hours: 40)

### **SKP 002 COMPUTER APPLICATIONS**

Upon completion of this training, the student will have acquired the basic skills and understanding of computer applications starting with Windows XP and Microsoft Office, which includes Word, Excel, Access and Power Point. Pre: Keyboarding. (Contact Hours: 40)

### **SKP 003 INTERNET EXPLORATION FOR KIDS**

Upon completion of this training, the trainee will be able to use an Internet web browser to access any World Wide Web resources. (Contact Hours: 4)

### **SKP 004 ENGLISH READING**

Upon completion of this training, the student is expected to have increased his/her vocabulary formed a habit of using a dictionary, improved his/her pronunciation and listening skills, and improved skills in interpreting written works. Pre: None. (Contact Hours: 40)

**SKP 005 ENGLISH WRITING**

Upon completion of this training, the student will acquire an appreciation for writing as well as improve his/her creativity skills and techniques. Pre: None. (Contact Hours: 40)

**SKP 006 MATH**

Upon completion of this training, the student will have improved his/her 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 007 BASIC ARTS**

Upon completion of this training, the student will have acquired the skills, and understanding and appreciation of variety of art projects, including basic drawing, painting, wall murals, print-making, sculptures and fabric designs. Pre: None. (Contact Hours: 40)

**SKP 008 MARINE SCIENCE**

Upon completion of this training, the student 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 009 SUMMER CAMPING**

Upon completion of this training, the student will have acquired basic knowledge in summer camping, including spear-making, basket weaving, Palauan chants, Palauan customs, and how to adjust to being away from home for one week. (Contact Hours: 40)

**SKP 010 MUSIC**

Upon completions of this training, the student will have learned to read simple music and understand the keyboard. The Students will also have learned to appreciate music by understanding vocal techniques as well as understanding music and culture to broaden their minds about the world around them. This course includes introduction to music theory; the keyboard, keyboard note, spelling,

introduction to Beethoven, Imesei and his composition and Mozart; songs in Palauan, English, and Japanese; singing in harmony, and music appreciation. (Contact Hours: 40)

**SKP 011 MUSIC COMPOSITION**

In this course you will learn how to compose your own songs. If you love music, try this class and learn how to compose your own song. You will understand the importance of putting together the music that speaks your heart and mind. (Contact Hours: 36)

**TOURISM AND HOSPITALITY  
TRAINING****THT 001 GUEST ROOM ATTENDANT**

Upon completion of this training, the 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 FRONT DESK REPRESENTATIVE**

Upon completion of this training, the 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 RESTAURANT SERVER**

Upon completion of this training, the 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, 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, the trainee will have acquired the basic skills and knowledge to weld in compliance with fundamentals of safe and effective welding. (Contact Hours: 80)

### **TT 002 SPECIAL WELDING FOR INTERESTED INDIVIDUALS**

Upon completion of this training, the trainee will have acquired the basic skills and knowledge in welding, cutting, and basic arc welding as well as the safe use of welding equipment. (Contact Hours: 30)

### **TT 003 BASIC AUTO MECHANIC**

Upon completion of this training, the trainee will have acquired the basic skills and knowledge related to proper operation and maintenance of an automobile with emphasis on preventive maintenance. (Contact Hours: 8)

### **TT 004 AUTOMOTIVE SERVICE ATTENDANTS**

Upon completion of this training, the 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. The Emphasis will be on developing an interest in the proper maintenance adjustment, and operation of automobiles and knowledge of how various units of an automobile work. (Contact Hours: 30)

### **TT 005 BASIC SMALL ENGINE**

Upon completion of this training, the trainee will have acquired the 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 006 HEAVY EQUIPMENT MAINTENANCE**

Upon completion of this training, the trainee will have acquired the basic skills and knowledge related to proper operation and

maintenance of heavy equipment (Contact Hours: 80)

### **TT 007 BICYCLE REPAIR & MAINTENANCE**

Upon completion of this training, the trainee will have acquired the skills and knowledge related to proper procedures needed to repair and maintain a bicycle. Contact Hours: 12)

### **TT 008 OUTBOARD MOTOR TRAINING**

Upon completion of this training, the trainee will have acquired the basic knowledge and understanding of outboard motors, 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 parts, and emergency procedures. (Contact Hours: 16)

### **TT 009 BASIC AUTO BODY REPAIR**

In this training you will learn the basics of auto body repair and practice by understanding how to do it and what type of tools and materials to use. After finishing this course, you can simply do it yourself at your own home. (Contact Hours: 20)

### **TT 010 AUTO BRAKES SERVICE**

In this training you will learn how to service your own car brakes and prevent any major problems later on. You can save yourself the expense of fixing bad brakes, and the cost of accidents caused by bad brakes. (Contact Hours: 20)

### **TT 011 AIR CONDITION MAINTENANCE**

Learn how to maintain your own air condition at home or office. This training will give you the basics of how to maintain your own air condition and save you the money to repair major problems or even to buy a new one. (Contact Hours: 10)

## MASS MEDIA

### **MM 001 BASIC PHOTOGRAPHY**

Upon completion of this training, the 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)

#### **MM 002 BASIC VIDEO FILMING & EDITING**

Upon completion of this training, the trainee will have acquired the basic skills and knowledge in how to produce and edit video programs. The Participants will have hands-on training and will present their videos on the last day of class. (Contact Hours: 24)

### **OTHER TRAININGS & WORKSHOPS**

#### **OTW 001 LAND TITLE SEARCH**

Upon completion of this course, the participants will be able to do title search for any property, private or public. The course covers systematic procedures and steps of title search to any lot an individual plans to find a title for. (Contact Hours: 16)

#### **OTW 002 BASICS TO IMPROVING YOUR MEMORY**

Upon completion of this training, the 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 a memory technique; memory pegs for better recall; and a number of recall systems. (Contact Hours: 4)

### **PUBLIC HEALTH COURSES**

#### **PHBH001 CRISIS COUNSELING TRAINING**

In this course, the participants will acquire basic crisis counseling skills. Crisis counseling is psycho education in nature vs. the more traditional model of counseling which is psychotherapeutic. The Participants

will learn to utilize their natural talents to develop counseling skills through lecture and role plays. Trained participants will be able to provide crisis intervention and referrals in the community. (Contact Hours: 40)

#### **PHBH002 CRITICAL STRESS INCIDENT DEBRIEFING**

In this course, the participants will acquire basic skills in debriefing crisis first responders. Lecture on psycho Education and critical stress is offered along with individual and group debriefing techniques which are taught through role-plays. Trained participants can debrief first responders such as nurses, police officers, fire fighters who are stressed due to a disaster. (Contact Hours: 40)

#### **PHBH003 CRISIS VOLUNTEERS TELEPHONE SPECIALIST**

In this course, participants will learn the nature and facts of issues affecting individuals, families, and the community. Telephone listening and referral skills are taught to participants who are interested in volunteering with the Palau Crisis Hotline as Telephone Specialists. (Contact Hours: 40, 30 hours didactic & 10 hours laboratory)

#### **PHBH004 RESPONSIBLE ALCOHOL SERVER TRAINING**

In this course, the participants will learn alarming facts about alcohol abuse affecting the community health in Palau. Laws on licensing, permits, and distribution are also taught in this course. The Participants will acquire critical knowledge and skills for responsible alcohol service in the bars, in the restaurants, and in the hotel/resort areas. (Contact Hours) 24)

#### **PHBH005 ADDICTION TREATMENT COUNSELING**

In this course, the participants learn the “12 Core Functions”, a Global Criteria used by Certified Substance Abuse Counselors in delivering quality Chemical Dependency Counseling and client care. The 12 Core Functions are 1) Screening 2) Intake 3) Orientation 4) Assessment 5) Treatment Planning 6) Counseling 7) Case Management

8) Crisis Intervention 9) Client & Family Education 10) Referral 11) Report & Record Keeping and 12) Consultation. (Contact Hours: 270)

#### **PHBH006 PARENTING SKILLS TRAINING**

In this course, the participants will learn essential skills in effective parental of children. The Participants will acquire good listening and disciplining skills. Special training for the head start and the elementary level children is provided. (Contact Hours: 20)

#### **PHBH007 STRESS MANAGEMENT CLASS**

This course provides anyone with interest in managing stressful situations allowing themselves to help others. The course delivers basic core skills and techniques used to manage people in very intense and stressful situations. (Contact Hours: 8)

#### **PHBH008 BEHAVIORAL ISSUES OF PALAU'S CHILDREN**

This course focuses on the values of children before and now and the crisis we are beginning to see arise in our society, such as juvenile delinquents, drugs, suicide, broken homes and etc. This is also an opportunity to review the family fabrics in the midst of transitioning to modernization and its influence on the values of the younger generation. (Contact Hours: 4)

#### **PHBH009 EFFECTIVE COMMUNICATION SKILLS**

This course offers many alternatives to enhancing your communication skills when dealing with another person or a group of people who are in need of help. This will be the very basic core element of effective communication skills that will resolve a lot of misunderstanding and confusion and help others. (Contact Hours: 2)

#### **PHBH010 LIFE SKILLS ENHANCEMENT TRAINING**

This course offers a variety of life skills enhancers to motivate young children or adolescents in preparing themselves for their future. Brain storming and sharing of ideas is critical and will contribute to the laboratory

sessions to help identify ideal values and principles in life and motivate the child/adolescent to live a life focusing on their goals/values and principles. By the end of this course, children should have already mastered some level of competency in dealing with peer pressure and the challenges in their lives that could lead them to drugs, socializing unsafely, and others. (Contact Hours: 8)

#### **PHBP 011 SPIRITUALITY AND SUICIDE PREVENTION**

This course offers a different perspective to suicide prevention, which is very effective. Spiritual suicide prevention is a critical component in health. This course will teach students to prevent suicide from a spiritual perspective. (Contact Hours: 4)

#### **PHBH012 DEPRESSION IN PALAU**

This course allows a student to understand the prevalence rate of depression in Palau, and the different neurotransmitters" involved in depression, and the treatments available. (Contact Hours: 4)

#### **PHBH013 SUICIDE IN PALAU**

This course offers an overview of the suicide trend in Palau and historical accounts of suicide in the ancient years. It also covers the different types of cultures, and the prevention of suicide. At the end of the course the individual will be competent in assessing a suicide attempt, able to provide critical preventive measures, and knows who to contact for help. (Contact Hours: 8)

#### **PHBH014 CONSUMERS SATISFACTORY SURVEY TRAINING**

This course offers the nut of evaluating any programs from the consumer perspective. It is a guide that is user-friendly and addresses accessibility, appropriateness, efficiency and outcome of services. At the end of the course, one would be able to use this tool to evaluate their programs and services in the community. (Contact Hours: 8)

#### **PHBH015 PSYCHIATRIC TECH. TRAINING**

This course offers elements of psychiatric services and trains the participants in the



areas of mental health disorders, treatment and therapeutic models. At the end of the course, the individual will be capable of becoming a psychiatric tech staff on board any mental health services. (Contact Hours: 240)

#### **PHBH016 ANGER MANAGEMENT TRAINING**

This course is offered to assist people who have difficulty with other people's anger and that of themselves. The training is developed to teach the core functions of anger identification, control and management. (Contact Hours: 12)

#### **PHBH017 BEHAVIORAL HEALTH SERVICE IN PALAU**

This course is offered to the community in order for them to understand the different services that Behavioral Health can provide, the details of the functional organizations, and the collaborating and networking services provided for a person interested in understanding where to get help and where to find the services. (Contact Hours: 4)

#### **PHBH018 MEDICAL HEALTH AND MENTAL HEALTH**

This course offers the bridging of mental health to medical health issues and shows the relationships between diseases and mental health, why it is important to know and what to do if such a relationship occurs. (Contact Hours: 2)

#### **PHBH019 HANDLING A VIOLENT AND AGGRESSIVE PERSON**

This training is offered to individuals who are interested in working with people who are hostile or aggressive in personality. It can teach skills for individuals to utilize when dealing with friends, family, employees, etc. This is a very basic skill provision training that will cover ethical issues and legal mandates on handling a violent client. (Contact Hours: 40)

#### **PHBH020 SUBSTANCE ABUSE PREVENTION TRAINING**

This course is designed to teach prevention workers and community leaders about

substance abuse prevention. The Participants will learn to:

- a) Distinguish between prevention and treatment;
- b) identify and acknowledge their attitude about drugs and drug prevention and
- c) know more about the evolution of prevention discipline. (Contact Hours: 40)

#### **PHBH021 COMMUNITY READINESSES TRAINING**

This Community Readiness training is a tool to measure the level of readiness for change. Community groups and organizations who are working to change behaviors can use this tool to determine the level of their community's readiness for change. It can be used on any issue. It is based on the principle that intervention for change must begin at the appropriate level of readiness for action. The Participants will learn the principle of readiness and learn to administer and score a questionnaire to determine levels of readiness. (Contact Hours: 8)

#### **PHBH022 RELATIONSHIP SKILLS COURSES**

This seminar is aimed at the general population. The Participants in this seminar will learn relationship skills, explore similar relationship experiences, and get support from other participants. The course will help individuals to enhance or develop interpersonal skills to improve their relationships at home and at work. (Contact Hours: 8)

#### **PHBH023 HEALTH EFFECTS OF TOBACCO**

This is a mini-training for parents, teachers and children on the health effects of tobacco. This gives a very basic understanding of tobacco and its health consequences, physical, psychological and financial. (Contact Hours: 2)

#### **PHBH/FHU024 HUMAN GROWTH AND DEVELOPMENT**

This prepares service providers and parents to work with their clients or children in age appropriate manners. The Participants will learn some theories about the developmental stages of children. They will also learn

appropriate management strategies for different developmental states. (Contact Hours: 8)

#### **PHFHU025 “WHAT TO EXPECT WHEN YOU’RE EXPECTING”**

The class is offered for pregnant women. Topics covered will include aspects of a normal pregnancy and birth, healthy lifestyles for pregnancy including nutrition and exercise, natural methods of pain control for labor and birth, education on hospital care practices and how to partner with the medical staff for decision-making, newborn care practices and how to partner with medical staff for decision making, newborn care and breastfeeding. Women are encouraged to bring a partner, family member or friends who will support them during labor, but it is not required. (Contact Hours: 14)

#### **PHCA026 BASIC NUTRITION**

This course looks at 7 basic nutrients in food their sources and functions in the human body. The participants will also learn how the digestive system works; look at how food are ingested, digested, absorbed, travel through the body. Finally the participants will understand and determine what are the recommended daily allowances for these 7 basic nutrients and other micro-nutrients (vitamins and minerals). (Contact Hours: 30)

#### **PHCA027 FOOD CATERING AND MENU PLANNING**

In this course, the participants will learn how to plan a menu for different functions from groups to individuals. The Participants will learn about food portion control, cost control and waste control when planning a menu. The participants will learn and understand how to shop smartly and effectively for affordable and healthy food. They will also learn different methods of cooking during menu planning; learn how to present meals that are attractive, colorful and well balanced at the same time. (Contact Hours: 20)

#### **PHCA028 COOKING CLASS**

In this course the participants will learn different methods of cooking. The Participants will learn food safety (shopping,

storage, handling, cooking and serving). They will also understand the different types of local vegetables available, how to plant and prepare them. Lastly, the participants will learn how to layout a kitchen, buy utensils and other cooking equipment. (Contact Hours: 16)

#### **PHCA029 HEALTH FOODS OF PALAU**

In this course, the participants will learn about the various healthy foods that comprise the Palauan diet and that have kept Palauans’ healthy for many years. An emphasis will be placed on re-integrating local foods into the family diet. The Participants will learn to prepare various dishes with available local foods through interactive cooking demonstrations that promote a healthy lifestyle. (Contact Hours: 3)

### **ADULT HIGH SCHOOL COURSES AND THEIR DESCRIPTION**

#### **AHS 001 CONSUMER ECONOMICS**

This course introduces the basic concepts of personal finances including basic principles of money management, consumer decision-making, knowledge of financial services available to the individual (such as banks, credit union and insurance). The Students will learn how to convert measurements and weights correctly, become knowledgeable about problem-solving. They will learn other personal skills that are needed for all occupations such as writing, reading, math and computation skills; students will learn how to communicate effectively, take directions and supervision; accept personal responsibility and to get along with others. This course will further enable students to recognize deceptive and fraudulent sales and advertising practices. Pre: None. (Contact Hours: 90)

#### **AHS 002 COMMUNITY RESOURCES**

This course introduces community resources and services that are available in the community, and relevant resources in other

countries utilized by the general public that help improve the overall quality of life of the members of the community. This course helps the student recognize, understand and appreciate the various resources available to them and to develop the skills essential for successful utilization of these resources.

Pre: None. (Contact Hours: 90)

### **AHS 003 GOVERNMENT AND LAW**

This course introduces basic concepts of a society and government through the study of GOVERNMENT AND LAW, and to enable students to learn how our states and national governments are organized to provide essential services to the people. This course will further enable student to learn and exercise their basic rights, freedom, and responsibilities as citizens of the Republic of Palau. Pre: None. (Contact Hours: 90)

### **AHS 004 HEALTH**

This course introduces the basic knowledge of general health, wellness, illness, and diseases and good health practices used to reach and maintain high level of health. The course work includes reading, writing, vocabulary, comprehension, viewing audio-visual materials, and learning various good health components and practices. Pre: None. (Contact Hours: 90)

### **AHS 005 OCCUPATIONAL KNOWLEDGE**

The Students will obtain information and skills necessary to secure employment commensurate with their needs, interest and abilities. Students will engage in activities that require them to read and use newspaper ads effectively, fill out various application forms, go through the interview process, calculate net pay, overtime, etc. earning statements, discuss advantages and disadvantages of different course of employment and to understand some of the financial and legal aspects of employment. Pre: None (Contact Hours: 90)

(Note: It is recommended that students take this course toward the end of their program for those who are in Track I, right before they take their Career Skills Training course).

### **AHS 006 COMPUTER LITERACY**

This course is designed to familiarize students with basic knowledge, techniques, and applications of microcomputers. Students will be introduced to basic keyboarding; they will also be introduced to the three basic computer applications such as word processing, spreadsheet, and database. The students will learn how to put together a document or a report using word processing and spreadsheet software. The Students will also be introduced to web browsers, computer ethics over the Internet and general use, care and maintenance of computers. Software that will be used includes Microsoft Word, Microsoft Excel, Microsoft Internet Explorer and/or any other software that performs the needed skills. Pre: None. (Contact Hours: 90)

### **AHS 009 ENGLISH I**

This course covers basic grammar, sentence writing, mechanics, and basic reading skills. Basic grammar covers eight (8) parts of speech – their functions and use in sentences. Students will learn various aspects of sentence writing such as basic sentence patterns, tenses, voice, and sentence expansion by using coordinators and modifiers. Basic reading skills such as looking for main ideas, details, following directions, making inferences, and drawing conclusions will be covered. The identification of organizational patterns such as cause and effect, comparison/contrast, process, illustration, and description will be covered. The Students will also learn to increase their word power by learning word stems, prefixes and suffixes and how words are changed from a noun to a verb, an adjective and an adverb, and guess meanings of unfamiliar words from context. Students' reading and writing skills will be enhanced through book report and journal projects. Pre: Being able to read and write English with reasonable competency. (Contact Hours: 90)

### **AHS 010 ENGLISH II**

This course will cover the basics of paragraph and essay writing. The Students will learn the process of writing simple paragraphs in the different organization patterns such as

illustration, time sequence, cause and effect, comparison and contrast, description, and spatial arrangement. In the longer writing, the essay, students will learn to gather appropriate material, organize it, and write a 5-7 paragraph essay in different organizational patterns such as classification and persuasion. The course covers college preparatory reading skills such as previewing, skimming and scanning, looking for main ideas, details, making inferences, and drawing conclusions. Literature reading skills will also be introduced such as author's tone, point of view, mood, predicting outcomes, and figurative language. Different reading materials such as the different types of fiction, non-fiction, poetry and drama, and prose and visual information will be explored in detail. The Students will develop a working knowledge of the different types of reading materials, college preparatory reading skills, and reading in relation to writing skills. Vocabulary work will be covered as well. Pre: English I or Institutional TOEFL Practice Test Score of 500+. (Contact Hours: 90)

### **AHS 011 ENGLISH III**

This course designed specifically to assist students who wish to enhance their English for the workplace or for personal use, and for those preparing to enter post-secondary institutions. The course covers English used in the conduct of common business practices. General technical writing essentials will be covered. Different types of business communication will be introduced and students will learn how to identify, interpret, and respond to simulated business or common communication exchange. Research skills will also be covered. An Overview of the different types of businesses, and the English used in the communication and conduct of such business will be covered. Vocabulary used in business dealings will be covered with special attention given to the participants' business interests. Students will develop a portfolio with samples of the different types of writing they will cover in class, which will serve as a personal reference for future needs. Pre: EN I and EN II, or

Institutional TOEFL Practice test score of 600+. (Contact Hours: 90)

### **AHS 012 ALGEBRA**

This course introduces algebra concepts and applications including problem-solving strategies. Through algebra, students learn to organize and express their thoughts concisely and demonstrate an understanding of the skills and concepts presented in each component. Pre: Consumer Economics. (Contact Hours: 90)

### **AHS 013 GEOMETRY**

This course introduces the fundamental geometric concepts, postulates, theorems, and principles with application of problem-solving, geometric proofs and logical reasoning. Pre: Algebra I. (Contact Hours: 90)

### **AHS 014 GENERAL SCIENCE**

The PCC Adult High School General Science is designed to provide students with a sound understanding of the basic scientific principles within the context of their own experiences of living on a tropical Pacific Islands. The course will be taught using a combination of classroom lectures, laboratory (field trips), and fieldwork. Guest speakers will be utilized wherever possible, and there will also be an emphasis on group collaboration and oral presentations as a means of providing peer learning opportunities. Pre: Health. (Contact Hours: 90)

### **AHS 015 BIOLOGY**

This course is an overview of biological science. The approach emphasizes the fundamental unity in diversity of life forms. The course covers the principles of cell biology, genetics, evolution, and ecology. The Students will explore diversity, plants, invertebrates, vertebrates, and the human biology, and in so doing gain insight into the idea that all organisms, including themselves, carry out the same life functions. Pre: General Science. (Contact Hours: 90)

### **AHS 016 CAREER SKILLS TRAINING**

This course provides the student practical training in his/her choice of career. 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 actual work experience. As this is a job-entry level learning experience, emphasis will be on entry-level skills, good work attitudes and habits, and an exploration of the student's area of interests as preparation for further training or for full-time employment. Pre: All courses in Track Ia. (Contact Hours: 90)



Mandarin workshop for CE Language Classes

### **AHS 017 ON-THE-JOB EXPERIENCE**

This Career Skills choice requires the student to produce proof of gainful employment that resulted in marketable skills, or proof of marketable skills regardless of employment history, or being enrolled in a training program leading toward a marketable skills. Pre: All courses I Track Ib. (Contact Hours: 90)



Health workshop for Public Health Care Service

### **AHS 018 COLLEGE PREPARATORY SKILLS**

This course specifically prepares students to take and pass college entrance examinations; teaches students good study skills and habits, time management, and college life skills needed to succeed in college. The Students will be assisted with all the required college admissions forms and financial aid application forms. The Students will also prepare for and take the Ability To Benefit (ATB) test. Pre: All other courses I the Track II program. (Contact Hours: 90)



PCAA Teachers and staff workshop

**\*Note:** Whether students pass the ATB test or not does not affect their earning a diploma if they have completed and passed all the courses, every effort will be made to help students pass this test.

## **BOARD OF TRUSTEES**

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## **EXECUTIVE COMMITTEE MEMBERS**

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Ms. Kuye Belelai .....	Project Director, Upward Bound
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Ms. Vernice Rechebei .....	Project Director, Student Support Services
President .....	Faculty Senate Association
President .....	Associated Students of Palau Community College
President .....	Classified Staff Organization

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Fort Wright College  
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University of Canterbury  
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Palau Community College  
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Marikina Institute Science  
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Camacho, Juan Lead Cook Diploma 1978, KES Koror, PW		Garcia, Sunshine Library Technician AA; Liberal Arts, 2000 Palau Community College Koror, PW
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De Los Santos, Miguel A. Researcher/Aquaculturist BS; Aquaculture, 1992 University of Philippines Miag-ao, Iloilo, PI MS; Ecological Marine Management, 2001, Universiteit Brussel Brussel, BE	Faletam, Alice L. General Office Clerk CA; Office Administration, 2005 Palau Community College Koror, PW	Ito, Vincent Extension Program Coordinator BS; General Business Administration, 1981, Arizona State University Tempe, AZ
Debelbot, Armstrong Director of Development BS; Business Administration, 1996 United States International University San Diego, CA	Gachalian, Alex M. Associate Professor, Agriculture BA; Agriculture, 1978 Sabani Estate Agricultural College Gabaldon, PI MA; Education, 1987 Tarlac College of Agriculture Cabanatuan City, PI	Joseph, Lorenza Accountant/Supervisor CA; Business Accounting, 2001 Palau Community College Koror, PW
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Palau Community College  
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Trencin, SK  
MA; Journalism, 1993  
Comenius University  
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Secretary  
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Micronesian Occupational College  
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AS; Tourism and Hospitality  
Management, 2005  
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Arareta University  
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### **Federal Programs**

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Add/Drop Courses	Registrar	Registrar & Records	247/257
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Scholarship	Director of Adms. & Fin. Aid	Admiss. & Fin. Aid Office	265
Security	Director of Physical Plant	Physical Plant Office	258
Short-Term Training	Dean of CE	Continuing Educ. Office	237/238
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