

Palau Community College

Vision Statement

“We strive to 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.

Institutional Learning Outcomes (ILO)

Critical Thinking and Problem Solving

Analyze and solve problems by using informed judgment based on evidence, and sound reasoning and/or creativity to differentiate facts from opinions and to specify solutions and their consequences.

Communication

Effectively communicate, both orally and in writing, thoughts in a clear, well-organized manner to persuade, inform and/or convey ideas in academic, work, family and community settings.

Quantitative and Technological Competence

Use mathematical skills appropriate to our technological society by analyzing and solving problems that are quantitative in nature and use technology for informational, academic, personal and professional needs.

Diversity

Understand and appreciate differences in cultures and behaviors between the self and others by demonstrating respect, honesty, fairness, and ethical principles in both personal and professional life.

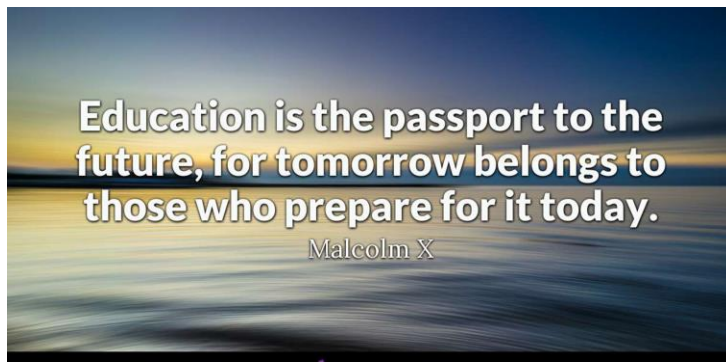
Civic Responsibility

Apply the principles of civility and morality to situations in the contexts of a healthy family, work, community, environment and world.

Aesthetics

Apply numerous means of inquiry to experience and appreciate the values of arts and nature.

SUMMER 2019 ~ COURSE SCHEDULE





| PCC Academic Calendar | |
|----------------------------------------------------------------|-------------------------------------------------------------|
| Summer Semester 2019 | |
| June 10, 2019 – July 20, 2019 (6 Weeks Instruction) | |
| Date | Event |
| May 20-24 (M-F) | Placement testing for Summer 2019 |
| May 31 (F) | Holiday (ROP President's Day Observed) |
| June 3 (M) | New Student Orientation |
| June 4-6 (T-Th) | Registration |
| June 7 (F) | Late Registration |
| June 10 (M) | First Day of Instruction |
| June 10-11 (M-T) | Credit by Examination Period |
| June 10-11 (M-T) | Drop/Add Period |
| June 12 (W) | Last Day to change AUDIT Grading options |
| June 28 (F) | Last Day to Remove Incomplete Grades for Spring 2019 |
| July 1-2 (M-T) | Mid-Term Period |
| July 3 (W) | Pre-Registration for Fall 2019 begins |
| July 9 (T) | Holiday: Constitutional Day |
| July 12 (F) | Last Day for All Withdrawals |
| July 19 (F) | Last Day of Instruction |
| July 22-24 (M-W) | Final Examination Period |
| July 29 (F) | Grades Due by 11:00am |
| August 5 (M) | Last Day for Change of Grades |

Final Examination Schedule (6 wks. Instruction)

1. On **July 22, 2019 (MONDAY)** CLASSES WHICH MEET AT:

| | | |
|------------|----------------------|-------------------------|
| 08:00 A.M. | TAKE FINAL EXAM FROM | 8:00 A.M. – 09:50 A.M. |
| 10:00 A.M. | TAKE FINAL EXAM FROM | 10:00 A.M. – 11:50A.M. |
| 01:00 P.M. | TAKE FINAL EXAM FROM | 01:00 P.M. – 02:50 P.M. |
| 03:00 P.M. | TAKE FINAL EXAM FROM | 03:00 P.M. – 04:50 P.M. |

2. On **July 23, 2019 (TUESDAY)** CLASSES WHICH MEET AT:

| | | |
|------------|----------------------|-----------------------|
| 09:00 A.M. | TAKE FINAL EXAM FROM | 8:00 A.M.– 9:50 A.M. |
| 11:00 A.M. | TAKE FINAL EXAM FROM | 10:00A.M.– 11:50 A.M. |
| 02:00 P.M. | TAKE FINAL EXAM FROM | 1:00 P.M.– 2:50 P.M. |
| 04:00 P.M. | TAKE FINAL EXAM FROM | 3:00 P.M.– 4:50 P.M. |

3. FINAL EXAM PERIOD IS ONE HOUR & FIFTY MINUTES.
4. MAKE-UP EXAMS WILL BE HELD ON **WEDNESDAY, July 24, 2019**. INSTRUCTORS SHOULD ARRANGE THEIR OWN SCHEDULES AND INFORM THEIR STUDENTS.
5. LABORATORY PRACTICAL EXAM & CLASSES SCHEDULED AT OR AFTER 5:00 P.M. WILL TAKE FINAL EXAM DURING THEIR LAST SCHEDULED MEETING OF THE CLASSES FOR THE SEMESTER.

| Computer training for students and/or staff are available | |
|------------------------------------------------------------------|-----------------------------|
| Place | Training on: |
| Online computer lab (Room 63) | Online courses |
| Library | Research using the computer |
| Computer Services | Computer related issues |

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends Palau Community College.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Palau Community College (PCC) receives a request for access. A student should submit to the Registrar, Dean of Student, or Dean of Academic Affairs, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the college discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the PCC in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the PCC who performs an institutional service of function for which the college would otherwise use its own employees and who is under the direct control of the college with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for PCC.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the PCC to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Directory Information Notice

The Palau Community College may disclose certain information, known as directory information, in its discretion without consent. Directory information is generally not considered harmful or an invasion of privacy if released. Directory information may be disclosed unless the students have advised the school that they do not want the student's information disclosed without their prior written consent.

If you do not want PCC to disclose directory information from your education records without your prior written consent, you must send written notice annually to Registration & Records office before the last day to add classes. Forms are available from that office. The following information regarding students is considered directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major Field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height athletic team members
- Class standing
- Degrees, honors, and awards received
- Current enrollment status (full/part-time)
- The most recent educational agency or institution attended

Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

REGISTRATION INFORMATION

Registration Procedures

The following steps should be followed in order to register for classes:

Pay a tuition deposit of \$50.00 at the Business Office and pick up your clearance.

- Present your clearance at the Admissions & Records Office and pick-up your Registration Packet.
- Meet with your academic advisor at Student Life Office for program planning.
- Submit your completed registration worksheet to the Admissions & Records Office.
- The Admissions & Records Office will process your registration worksheet and provide you with an official class schedule.

Registration for Overload:

Students wishing to register for more than 6 credits will be permitted to do so only after they have received a written approval from their advisor and the Registrar. Students must complete an Overload Form along with a Registration Worksheet during registration period. The forms are available at the Admissions & Records Office.

Class Schedule Adjustment / Add & Drop:

Students may add and/or drop classes during the Add & Drop week (refer to academic calendar). There will be a fee of \$2.00 for each drop/add form. Classes dropped during this period are not shown on the student's permanent record.

Late Registration:

Pay \$10.00 late registration fee and \$50.00 Tuition Deposit at the Business Office and pick up your clearance form. Present your clearance to the Admissions & Records Office, pick up your Registration Packet and follow the steps outlined above to register for class(es).

Academic Advising:

Continuing, Returning, and Readmitting Students - Fill out your Registration Work-sheet before seeing your advisor for approval.

New and Transfer Students:

Academic advisors will work with you to create your class schedule. The results of your placement tests or transcript evaluation will determine course placement at the appropriate level.

TUITION AND FEES

Tuition Deposit:

Students must pay a tuition deposit of \$50.00 at the Business Office prior to picking up the registration packet at the Admissions & Records Office.

Tuition:

| | |
|-----------------------------------------------------------|------------------|
| Resident Tuition (Palau, RMI, FSM, CNMI, Guam and Hawaii) | \$ 110.00/credit |
| Non-Resident Tuition | \$ 125.00/credit |

Fees:

| | |
|-------------------------------------------------|--------------------|
| Health Fee | \$ 20.00/semester |
| Activity Fee | \$ 45.00/semester |
| Instructional Support Fee | \$ 150.00/semester |
| Technology Fee | \$ 75.00/semester |
| On-line Course Fee | \$ 25.00/credit |
| Registration Fee | \$ 15.00/semester |
| Late Registration Fee | \$ 10.00/semester |
| Application Fee/Readmission Fee (nonrefundable) | \$ 10.00/applicant |
| Transcript Fee | \$ 3.00/transcript |
| Rush Order | \$ 5.00/transcript |
| ID Card Fee | \$ 5.00/card |
| ID Replacement | \$ 7.50/card |
| Drop & Add Form Fee | \$ 2.00/form |
| Bad Check Fee | \$ 25.00/check |
| Credit by Exam Fee | \$ 10.00/course |
| Graduation Fee | |
| Graduation Participants | \$ 55.00 |
| Non-Participants | \$ 25.00 |

| | |
|----------------|-----------------------------|
| Diving Courses | \$600.00 (charges may vary) |
| Shop Tools | \$225.00 (charges may vary) |

The college reserves the right to:

- (1) add or waive, and
- (2) increase or decrease any fee it deems necessary.

Policy on Outstanding Account:

All students with outstanding account balances of \$499 or less are required to clear their accounts with Student Account Office before they register. 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 account balances. The other half (50%) shall be divided into two payments: 25% by the end of midterm period and 25% by the end of the semester. No student shall be allowed to register the following semester if previous balances are not paid in full at the end of the current semester.

Refund Policy

The following schedule of refund shall apply.

| Period of Enrollment Summer | Refund | Chargeable Tuition & Fees |
|-------------------------------------------|--------|------------------------------|
| Before first day of instruction | 100% | 0 % |
| 1 st week of instruction | 80% | 20% |
| 2 nd week of instruction | 40% | 60% |
| After 2 nd week of instruction | 0% | 100% |

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

ACADEMIC REGULATIONS

Placement Testing:

English and Math placement tests need to be taken by all new students before registration. Contact the Learning Resource Center (LRC) at 488-3073 for more information.

Cancelled / Added Courses:

Courses with enrollments of fewer than 10 students may be cancelled. The college reserves the right to add or cancel courses in order to meet students' and college needs. Be sure to check the latest schedule of classes with your advisor, the advising center, bulletin boards or the Admissions & Records Office before the semester begins for any cancellations.

Repeating Course(s):

A student is permitted to repeat a course that he/she has previously earned a grade of "D", "F", or "NC" (no credit). When a course is repeated, only the most recent grade will be used in computing the cumulative grade point average.

Students may apply to audit one or more courses without credit. No credits or grades will be awarded to individuals who register to audit courses. Students wishing to audit courses must complete an application for admissions as well as pay the required fees. Auditors should attend classes promptly and regularly. If it becomes necessary for an auditor to withdraw from the college, the same withdrawal procedures for regular students should be followed.

Course Withdrawal:

Beginning on **Monday July 15, 2019**, all official withdrawals are recorded on the student's permanent record with a grade of "W". Last day for all withdrawals is **Friday, July 12, 2019**. Course withdrawal may impact financial aid eligibility and/or degree progress; therefore, consult with your instructor and advisor prior to processing your course withdrawal form. Students who wish to withdraw from all their courses must process a Clearance Form

Change of Major/Double Major:

A request to change major/program and/or to add a second major must be filed with the Admissions & Records Office by the last day of late registration (**Friday, June 07, 2019**) in order for the request to be effective in the current semester. Any request submitted at a later time will become effective in the following semester. All requests must follow these steps outlined below:

- Obtain the Change of Major request form from the Registration & Records Office
- Obtain signature from your current Academic Advisor
- Obtain approval from the Director of Student Life
- Submit the request to the Admissions & Records Office

Textbook Information:

Textbook title and International Standard Book Number (ISBN) is provided in the course syllabus.

Technology Use

Student WiFi User Agreement: The use of the Service for the following activities is prohibited:

1. **Sharing Username and Password** – Sharing username and password to anyone is not acceptable. User who provides such information to others to gain internet access will be removed from the network permanently.
2. **Copyright Infringement** – Any download using the service that will infringe a copyright of a material, audio, video or document is totally prohibited and will be subject to disciplinary action depending on the number of offense.
3. **Spamming and Invasion for Privacy** – Sending of unsolicited bulk and/or commercial message over the internet using the service for activities that invade another's privacy is prohibited.
4. **Private Commercial Purpose** – Using the service for personal gain; ex: by selling your username and password to others, or by performing work for profit with school resources in a manner not authorized by the School.
5. **Defamatory or Abusive Language** – Using the service to transmit, post, upload, or otherwise make available defamatory, harassing, abusive, or threatening material or language that encourage bodily harm, destruction of property or harasses another is prohibited.
6. **Hacking** – Accessing illegally or without authorization to computers, accounts, equipment, or networks belonging to another property, or attempting to penetrate security measures of another system is prohibited.
7. **Pornography** – Student WiFi is not to be used to visit sites that are considered obscene. The college prohibits users from using its services to send sexually oriented images or messages. In the event that a student disregards this policy and continually visits unauthorized sites, it will be grounds for internet access loss.

Consequences for Violation: Violations to any of these rules may result in disciplinary action depending on the degree, severity, and number of times the rule is violated.

- ◆ First Offense – warning from the Technology Resource Committee (TRC)
- ◆ Second Offense – user will loss access to the service. TRC need valid reason for reactivation
- ◆ Third Offense – user will loss internet access permanently



Palau Community College

Summer Schedule - 2019

6/10/2019

| Course/Sec | Cap | Title | Cr. | Instructor | Days | Time | Room |
|---------------------------------------------|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------------|-------|-----------------------------------------|---------------------------------------------------|
| Air Conditioning & Refrigeration | | | | | | | |
| AC223-1 | 15 | Internship Pre: Program completion evaluation | 4 | R. Ramarui | 0:00 | 0:00-0:00 Begin Date: 06/10/19 | Job site Duration: 6 wks. |
| Agricultural Science | | | | | | | |
| AG223-1 | 15 | Internship Pre: Program completion evaluation | 4 | R. Ramarui | 0:00 | 0:00-0:00 Begin Date: 06/10/19 | Job site Duration: 6 wks. |
| Automotive Mechanics Technology | | | | | | | |
| AM228-1 | 15 | Internship Pre: Program completion evaluation | 4 | R. Ramarui | 0:00 | 0:00-0:00 Begin Date: 06/10/19 | Job site Duration: 6 wks. |
| Business Accounting | | | | | | | |
| BA223-1 | 22 | Internship Pre: Program completion evaluation | 4 | R. Ramarui | 0:00 | 0:00-0:00 Begin Date: 06/10/19 | Job site Duration: 6 wks. |
| Business Administration | | | | | | | |
| BU223-1 | 20 | Internship Pre: Program completion evaluation | 4 | R. Ramarui | 0:00 | 0:00-0:00 Begin Date: 06/10/19 | Job site Duration: 6 wks. |
| Criminal Justice | | | | | | | |
| CJ224-1 | 20 | Internship Pre: Program completion evaluation | 4 | R. Ramarui | 0:00 | 0:00-0:00 Begin Date: 06/10/19 | Job site Duration: 6 wks. |
| Communication | | | | | | | |
| CO110-1 | 22 | Introduction to Communication Pre: None Motley, Michael and Osborn, Suzanne, <i>Improving Communication</i> , Boston: Houghton Mifflin, 1999 Text Book: ISBN:978-0-205-56420-0 | 3 | W. Mitchell | MTWTH | 10:00AM-11:50AM Begin Date: 06/10/19 | Btaches 65 Duration: 6 wks. Price: \$197.20 |
| Computer Science | | | | | | | |
| CS100-1 | 25 | Computer Literacy Pre: None Text Book: <i>Computer Literacy: Using Microsoft Office</i> – Palau Community College | 3 | C. Nacionales | MTWTH | 09:00AM-10:50AM Begin Date: 06/10/19 | Btaches 61 Duration: 6 wks. Price: \$46.00 |
| CS100-2 | 25 | Computer Literacy Pre: None Text Book: <i>Computer Literacy: Using Microsoft Office</i> – Palau Community College | 3 | C. Nacionales | MTWTH | 02:00PM-03:50PM Begin Date: 06/10/19 | Btaches 61 Duration: 6 wks. Price: \$46.00 |
| Construction Technology | | | | | | | |
| CT222-1 | 22 | Internship Pre: Program completion evaluation | 4 | R. Ramarui | 0:00 | 0:00-0:00 Begin Date: 06/10/19 | Job site Duration: 6 wks. |
| Education | | | | | | | |
| ED290-1 | 22 | Student Teaching – EDEC Pre: Program completion evaluation | 4 | E. Morei | 0:00 | 0:00-0:00 Begin Date: 06/10/19 | Job site Duration: 6 wks. |
| ED291-1 | 22 | Student Teaching – EDSP Pre: Program completion evaluation | 4 | E. Morei | 0:00 | 0:00-0:00 Begin Date: 06/10/19 | Duration: 6 wks. |
| ED292-1 | 22 | Student Teaching – EDEE Pre: Program completion evaluation | 4 | E. Morei | 0:00 | 0:00-0:00 Begin Date: 06/10/19 | 0:00-0:00 Duration: 6 wks. |
| ED293-1 | 22 | Student Teaching – EDSE Pre: Program completion evaluation | 4 | E. Morei | 0:00 | 0:00-0:00 | 0:00-0:00 Duration: 6 wks. |
| English | | | | | | | |
| EN109-1 | 20 | Advanced Reading Pre: Reading level 12 th grade and below Mather, Peter and McCarthy, Rita, <i>Reading and All That Jazz</i> , 6th edition; New York: McGraw-Hill Education, 2016. ISBN: 978-0-07-351358-4 Text Book: | 3 | M. Nagao | MTWTH | 01:00PM-02:50PM Begin Date: 06/10/19 | Smuuch 59 Duration: 6 wks. Price: \$232.99 |
| EN109-9 | 20 | Advanced Reading | 3 | E. Andrew | 0:00 | 00:00-00:00 | LRC |

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|----------------------------------------|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|----------------------|------------------------|------------------|
| | | Pre: Reading level 12 th grade and below | | Begin Date: 06/10/19 | | Duration: 6 wks. |
| EN112-1 | 20 | Freshman Composition | 3 | E. Andrew | MTWTH 01:00PM-02:50PM | Smuuch 53 |
| | | Pre: Placement Test | | Begin Date: 06/10/19 | | Duration: 6 wks. |
| | | Wyrick, Jean, <u>Steps to Writing Well</u> . 11th edition. Boston, MA: Wadsworth, 2011. | | | | |
| Text Book: | | ISBN: 978-1-4390-8395-6 | | | | |
| | | Price: \$248.69 | | | | |
| EN112-2 | 20 | Freshman Composition | 3 | M. Nagao | MTWTH 09:00AM-10:50AM | Smuuch 59 |
| | | Pre: Placement Test | | Begin Date: 06/10/19 | | Duration: 6 wks. |
| | | Wyrick, Jean, <u>Steps to Writing Well</u> . 11th edition. Boston, MA: Wadsworth, 2011. | | | | |
| Text Book: | | ISBN: 978-1-4390-8395-6 | | | | |
| | | Price: \$248.69 | | | | |
| Electrical Technology | | | | | | |
| ET222-1 | 15 | Internship | 4 | R. Ramarui | 0:00 0:00-0:00 | Job site |
| | | Pre: Program completion evaluation | | Begin Date: 06/10/19 | | Duration: 6 wks. |
| General Electronics | | | | | | |
| GE225-1 | 15 | Internship | 4 | R. Ramarui | 0:00 0:00-0:00 | Job site |
| | | Pre: Program completion evaluation | | Begin Date: 06/10/19 | | Duration: 6 wks. |
| Health & Physical Education | | | | | | |
| HP181-1 | 22 | First Aid/CPR | 2 | A. Nobuo | MTWTH 10:00AM-11:20AM | Sebus 50 |
| | | Pre: None | | Begin Date: 06/10/19 | | Duration: 6 wks. |
| | | Thygerson, Alton L., Thygerson, Steven M., Gulli, Benjamin, and Piazza, Gina. <u>First Aid and CPR</u> . 6 th edition, Burlington, MA: Jones and Bartlett Publishers, Inc., 2012 | | | | |
| Text Book: | | ISBN:978-1-4496-3505-3 | | | | |
| | | Price: \$79.24 | | | | |
| Information Technology | | | | | | |
| IT222-1 | 1 | Instructor Directed Practicum | 4 | J. Yaoch | 0:00 0:00-0:00 | Btaches 68 |
| | | Pre: Instructor's consent, and cannot be taken concurrently with more than two other courses. | | Begin Date: 06/10/19 | | Duration: 6 wks. |
| Text Book: | | None | | | | |
| IT223-1 | 20 | Internship | 4 | R. Ramarui | 0:00 0:00-0:00 | Job site |
| | | Pre: Program completion evaluation | | Begin Date: 06/10/19 | | Duration: 6 wks. |
| Library Science | | | | | | |
| LS225-1 | 20 | Internship | 4 | R. Ramarui | 0:00 0:00-0:00 | Job site |
| | | Pre: Program completion evaluation | | Begin Date: 06/10/19 | | Duration: 6 wks. |
| Mathematics | | | | | | |
| MA103-1 | 22 | Basic Mathematics | 3 | N. Enano | MTWTHF 09:00AM-11:50AM | Sebus 51 |
| | | Pre: None | | Begin Date: 06/10/19 | | Duration: 6 wks. |
| Text Book: | | Tussy, Allan S. Basic Mathematics for College Students with Early Integers, 5 th edition; Cengage Company 2015 | | | | |
| MA103-2 | 22 | Basic Mathematics | 3 | N. Enano | MTWTHF 01:00PM-03:50PM | Sebus 51 |
| | | Pre: None | | Begin Date: 06/10/19 | | Duration: 6 wks. |
| Text Book: | | Tussy, Allan S. Basic Mathematics for College Students with Early Integers, 5 th edition; Cengage Company 2015 | | | | |
| MA105-1 | 22 | Intermediate Algebra | 3 | C. Ulap | MTWTHF 09:00AM-11:50AM | Smuuch 52 |
| | | Pre: None | | Begin Date: 06/10/19 | | Duration: 6 wks. |
| | | David Gustafson, Rosemary Karr, Marilyn Massey, <u>Beginning & Intermediate Algebra</u> , 7 th edition, Brooks/Cole Cengage Learning. ISBN: 9781435462533 | | | | |
| Text Book: | | | | | | |
| | | Price: \$437.64 | | | | |
| MA157-1 | 22 | Mathematics and Numeracy Teaching | 3 | B. Secuya | MTWTH 09:00AM-10:50AM | Btaches 69 |
| | | Pre: None | | Begin Date: 06/10/19 | | Duration: 6 wks. |
| | | Title: Mathematics and Numeracy Teaching – Student Course Notes, Palau Community College, Palau, 2014 | | | | |
| Text Book: | | Price: \$20.25 | | | | |
| MA211-1 | 22 | Mathematics for Elementary Teachers | 3 | B. Secuya | MTWTHF 02:00PM-04:50PM | Btaches 69 |
| | | Pre: ED110, Depending on major (ED 205 or ED 219) | | Begin Date: 06/10/19 | | Duration: 6 wks. |
| | | John A. Van DeWalle, K.S. Karp, J.M. Bay-Williams, <u>Elementary and Middle School Mathematics</u> , 8 th edition, Pearson Higher Ed. (Allyn and Bacon). ISBN: 9780132612265 | | | | |
| Text Book: | | | | | | |
| | | Price: \$260.02 | | | | |
| Office Administration | | | | | | |
| OA222-1 | 20 | Internship | 4 | R. Ramarui | 00:00 00:00-00:00 | Job site |
| | | Pre: Program completion evaluation | | Begin Date: 06/10/19 | | Duration: 6 wks. |

Sciences

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|----------------------|-----------------------------------------------------------------------------------------------------|----------------------------------------------------|---|------------------------|------------------------------|-----------------------------------|------------------------------|
| SC103-1 | 20 | Introduction to Environmental Science Pre: None | 4 | J. Ngotel J. Ngotel | MWF TTH | 9:00AM-11:40AM 08:00AM-11:50AM | Temekai SL-B Temekai SL-B |
| Begin Date: 06/10/19 | | | | | | Duration: 6wks. | |
| Text Book | <i>Principles of Environmental Science</i> , 8 th edition, Jan. 2016 ISBN: 9780078036071 | | | | | Price: \$222.95 | |
| SC270-1 | 20 | Field Studies Pre: SC110 & SC190 | 3 | V. Yuji | 0:00 Begin Date: 06/10/19 | 0:00-0:00 | Job site Duration: 6 wks. |
| Text Book: | None | | | | | | |
| SC275-1 | 20 | Internship Pre: Program completion evaluation | 4 | R. Ramarui | 0:00 Begin Date: 06/10/19 | 0:00-0:00 | Job site Duration: 6 wks. |

Small Engine

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|----------------------|----|--------------------------------------------------|---|------------|------|------------------|----------|
| SE223-1 | 15 | Internship Pre: Program completion evaluation | 4 | R. Ramarui | 0:00 | 0:00-0:00 | Job site |
| Begin Date: 06/10/19 | | | | | | Duration: 6 wks. | |

Social Sciences

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|----------------------|-----------------------------------------------------------------------------------------|--------------------------------------------------|---|-----------------|-------|------------------|-----------------|
| SS100-1 | 30 | Introduction to College Pre: None | 1 | G.T. Ngirmeriil | MTWTH | 9:00AM-10:50AM | Btaches 66 |
| Begin Date: 06/10/19 | | | | | | Duration: 2 wks. | |
| Text Book: | <i>(1) College Catalog (2) Student Handbook (3) Financial Aid Handbook</i> , ISBN: None | | | | | | Price: TBD |
| SS119-1 | 22 | Introduction to Psychology Pre: EN109 & EN112 | 3 | K. Oldiais | MTWTH | 04:00PM-05:50PM | Btaches 66 |
| Begin Date: 06/10/19 | | | | | | Duration: 6 wks. | |
| Text Book: | Introduction to Psychology 10th edition ISBN: 978-0-495-90345-1 | | | | | | Price: \$270.74 |

Tourism & Hospitality

| | | | | | | | |
|----------------------|----|---------------------------------------------------------------|---|------------|------|------------------|----------|
| TH223-1 | 22 | Internship – THFB Pre: Program completion evaluation | 4 | R. Ramarui | 0:00 | 0:00-0:00 | Job site |
| Begin Date: 06/10/19 | | | | | | Duration: 6 wks. | |
| TH224-1 | 22 | Internship – THHO Pre: Program completion evaluation | 4 | R. Ramarui | 0:00 | 0:00-0:00 | Job site |
| Begin Date: 06/10/19 | | | | | | Duration: 6 wks. | |
| TH225-1 | 22 | Internship – THTS (AAS) Pre: Program completion evaluation | 4 | R. Ramarui | 0:00 | 0:00-0:00 | Job site |
| Begin Date: 06/10/19 | | | | | | Duration: 6 wks. | |
| TH226-1 | 22 | Internship – THTS (AS) Pre: Program completion evaluation | 4 | R. Ramarui | 0:00 | 0:00-0:00 | Job site |
| Begin Date: 06/10/19 | | | | | | Duration: 6 wks. | |
| TH227-1 | 22 | Internship – THHM Pre: Program completion evaluation | 4 | R. Ramarui | 0:00 | 0:00-0:00 | Job site |
| Begin Date: 06/10/19 | | | | | | Duration: 6 wks. | |

Summer 2019 Class Schedule

| Course No. | Sec. | Course Title | Cr. | Instructor | Days | Time | Rm# |
|------------|------|--------------|-----|------------|------|------|-----|
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Total number of credits: _____

WHERE TO GO FOR HELP

| TOPIC | WHERE TO GO | LOCATION | TELEPHONE |
|---------------------------|-----------------------------|----------------------------------|-----------------|
| Add or Drop Class | Admissions & Records Office | Miich Bldg. | Ext. 249 & 274 |
| Admissions Application | Admissions & Records Office | Miich Bldg. | Ext. 249 & 274 |
| Academic Advising | Student Life Office | Miich Bldg. | 488-3036 |
| Academic Transcript | Admissions & Records Office | Miich Bldg. | Ext. 249 & 274 |
| Books & Supplies | Bookstore | Miich Bldg. | Ext. 236 |
| Counseling | Student Life Office | Dort Bldg. | 488-3036 |
| Catalog | Bookstore | Miich Bldg. | Ext. 236 |
| Change of Major | Admissions & Records Office | Miich Bldg. | Ext. 249 & 274 |
| Change of Name | Admissions & Records Office | Miich Bldg. | Ext. 249 & 274 |
| Class Absences | Instructors | Library Bldg 2 nd Flr | Ext. 240 |
| Closed Classes | Admissions & Records Office | Miich Bldg. | Ext. 249 & 274 |
| Complete withdrawal | Student Life Office | Miich Bldg. | 488-3036 |
| Computer Lab & Online Lab | Academic Affairs | Btaches Bldg. | Ext. 256 |
| Credit by Exam | Instructors | Library Bldg 2 nd Flr | Ext. 240 |
| Financial Aid | Financial Aid Office | Miich Bldg. | Ext. 234 or 265 |
| Financial obligation | Business Office | Ukall Bldg. | Ext. 231 or 262 |
| Financial Aid Transcript | Financial Aid Office | Miich Bldg. | Ext. 234 or 265 |
| Grades | Admissions & Records Office | Miich Bldg. | Ext. 249 or 274 |
| Change of Grades | Instructors | Library Bldg 2 nd Flr | Ext. 240 |
| Graduation Application | Admissions & Records Office | Miich Bldg. | Ext. 249 or 274 |
| Graduation Requirements | Admissions & Records Office | Miich Bldg. | Ext. 249 or 274 |
| Housing | Student Life Office | Miich Bldg. | 488-3036 |
| Internship | Academic Affairs | Library Bldg 2 nd Flr | Ext. 245 |
| Placement Test | Learning Resource Center | Dort Bldg. | 488-3073 |
| Institutional TOEFL | Learning Resource Center | Dort Bldg | 488-3073 |
| Refunds/Tuition | Student Account | Ukall Bldg. | Ext. 231 or 262 |
| Security | Physical Plant | Tekrar Bldg. | Ext. 258 |
| Student Body Association | ASPCC Office | Library Bldg 2 nd Flr | 488-2461 |
| Tutoring | Learning Resource Center | Dort Bldg. | 488-3073 |
| Course Withdrawal | Admissions & Records Office | Miich Bldg. | Ext. 249 or 274 |
| Work Study | Work Study Coordinator | Miich Bldg | Ext. 273 |

PALAU COMMUNITY COLLEGE

“We strive to guarantee quality and excellence”



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Palau Community College, a post-secondary vocational/technical and academic institution takes pride in providing well rounded, quality instruction through its diverse faculty and staff. PCC offers 21 degree programs, allowing students to obtain AA, AS, AAS and ATS degrees in various fields. The PCC Continuing Education program also offers short term training designed to help working professionals upgrade their knowledge base or learn a new skill to help the advance in their career.

School of Arts & Sciences

- ◆ Agriculture
- ◆ Community & Public Health
 - ⇒ Community & Public Health
 - ⇒ Emergency Health Management
- ◆ Criminal Justice
- ◆ Education
 - ⇒ Early Childhood
 - ⇒ Elementary
 - ⇒ Secondary
 - ⇒ Special Education
- ◆ Environmental/Marine Science
- ◆ Liberal Arts
- ◆ Library & Information Services
- ◆ Nursing
- ◆ Palauan Studies
- ◆ Science, Technology, Engineering, Mathematics (STEM) Disciplines Program

School of Business

- ◆ Business Accounting
- ◆ Business Administration
- ◆ Information Technology
- ◆ Office Administration
- ◆ Tourism Hospitality
 - ⇒ Food & Beverages
 - ⇒ Hospitality Management
 - ⇒ Hotel Operations
 - ⇒ Tour Services

School of Technical Education

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

Other Programs & Services

- ◆ Adult High School
- ◆ Community Advocacy Program Tel: 488-2002
- ◆ Day Care Center Tel: 488-8716
- ◆ Federal Trio Programs (Upward Bound & Talent Search)
- ◆ Interwork Institute, San Diego State University-3D Bachelors & Masters Program
- ◆ Micronesia-Pacific Collection (MicroP)
- ◆ Asian American and Native American Pacific Islander-Serving Institutions Program (AANAPISI)
- ◆ Non-Instrument Navigation Program
- ◆ Maintenance Assistance Program (MAP)
- ◆ Pacific Islands University (PIU)
- ◆ Pacific Island Health Officers Association (PIHOA) Tel: 488-4900
- ◆ Palau Wind Orchestra
- ◆ Penn Foster Career Training Program-30 Career Specific Diplomas
- ◆ Western Curriculum Coordination Center (WCCC)
- ◆ Workforce Investment Act (WIA) Title

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CE provides short-term training & workshop sessions on any topic of interests, from Madarin Language to navigation & safety, wood carving & carpentry, customer service to Palauan heritage & culture, and so much more.

Cooperative Research & Extension (CRE)

CRE collaborates with partners and clients to generate, develop, and disseminate practical and sustainable technologies and knowledge in agriculture, aquaculture, environment, food and human sciences to benefit the people of the Republic of Palau and surrounding region.



Palau Community College
Admissions & Records Office
PO Box 09
Koror, PW 96940

P.O.Box 9 Koror, PW 96940 * Tel:(680)488-2470/2471 * Fax: (680)488-2447

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