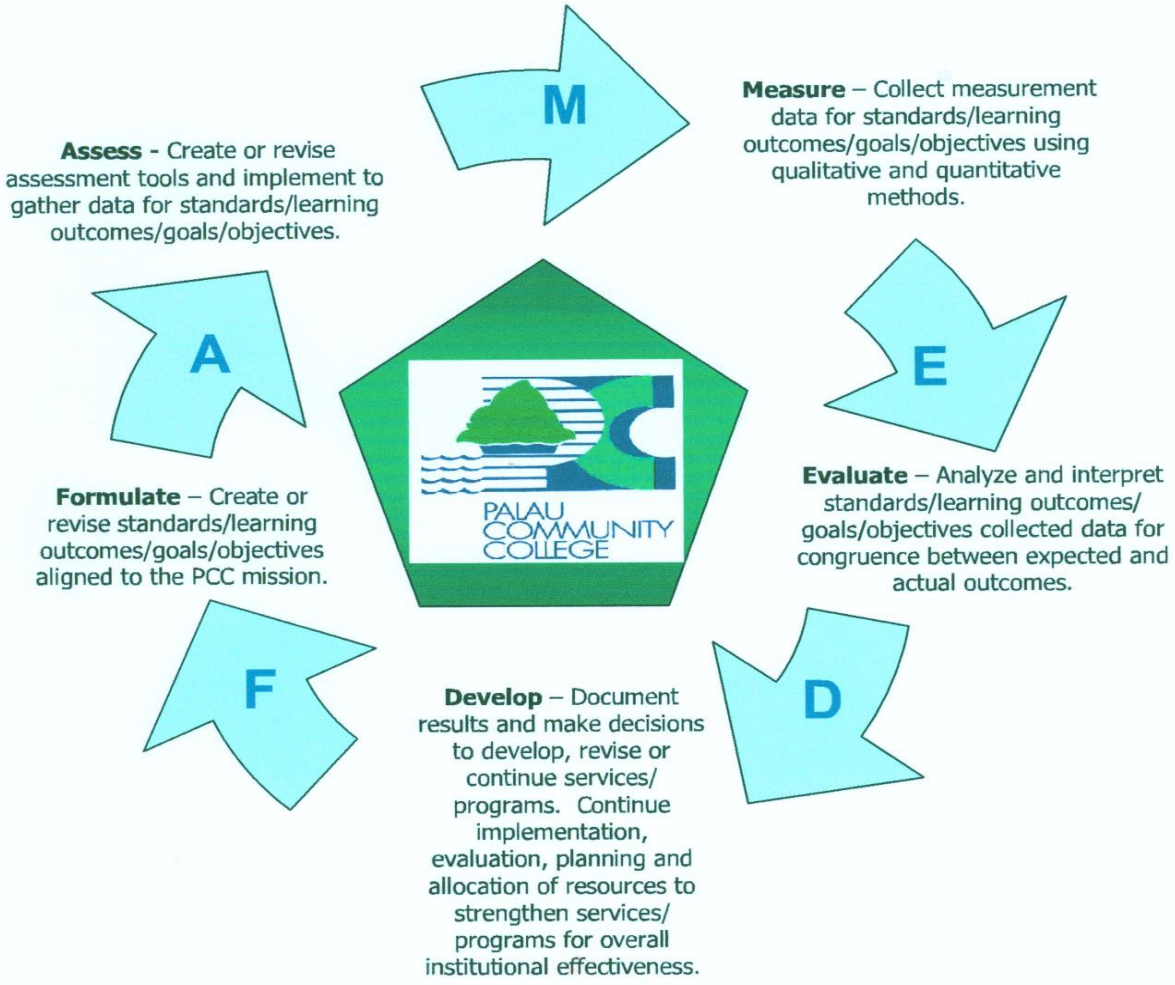
PALAU
COMMUNITY
COLLEGE

2020 – 2024
General Catalog

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

Institutional Assessment and Evaluation Process



Developed 2006; Revised October 2010, March 2015 (revisions approved by President Tellei on March 31, 2015)

GENERAL CATALOG
PALAU COMMUNITY COLLEGE

VOL. XVI

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, particularly those, which directly impact student learning and student success. If certain policy statements contained in this catalog are in conflict or inconsistent with policy statements contained in the Student Handbook, Financial Aid Handbook, or Personnel Rules and Regulations manual, the policies stated herein shall prevail.

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

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Palau Community College is accredited by the Accrediting Commission for Community and Junior Colleges(ACCJC)(accjc@accjc.org) of the Western Association of Schools and Colleges(WASC),(10 commercial Blvd., Suite 204 Novato, CA 94949 (415) 506-0234), an institutional accrediting body recognized by the Commission on Recognition of the Post-secondary Accreditation and the US Department of Education.

Note: Third Party Comment information on page 11

Palau Community College is an Equal Opportunity Employer

MESSAGE FROM THE PRESIDENT

Patrick U. Tellei, EdD

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

Throughout its 93 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 2020-2024 Catalog clearly states our Vision Statement, Mission Statement, Unifying Principles, Learning Outcomes, and outlines numerous disciplines and hundreds of courses that are offered at PCC.

What began as a small trade school in the 1920s 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 the United States of America, Japan, Republic of China, Republic of the Philippines, Korea, People's Republic of China, New Zealand, Africa, Bangladesh, Nepal, Sri Lanka, Solomon Islands, in addition to students from Guam, Commonwealth of the Northern Mariana Islands, Federated States of Micronesia, Republic of the Marshall Islands, and of course Republic of Palau. The college's enabling legislation, Republic of Palau Law 4-2, mandates that the college maintain accreditation by Western Association of Schools and Colleges, and serve as comprehensive community college. I am proud to proclaim that our college has successfully maintained its accreditation status since 1977, and is truly a comprehensive community college that offers both general education and technical programs and helps prepare students to continue their education or enter the workforce. It offers numerous learning opportunities not found in many two-year colleges such as Adult High School, Non-instrument Navigation, Palauan Studies, Career and Technical Education Academy, Summer Cultural Programs for primary and secondary school students, Tourism and Hospitality School of Excellence and "non-traditional" online curriculum for students to pursue their bachelor and master degrees.

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 career technical 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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Palau Community College Catalog Acronyms

(ACCJC).....Accrediting Commission for Community and Junior Colleges
(ACT) .....American Collegiate Test
(AES).....Agriculture Experiment Station
(AHS) .....Adult High School
(ASPCC).....Associated Students of Palau Community College
(ATB) .....Ability to Benefit
(CACGP).....College Access Challenge Grant Program
(CE) .....Continuing Education
(CES).....Cooperative Extension Services
(CGPA).....Cumulative Grade Point Average
(CLO) .....Course Learning Outcome
(CPC).....Committee on Programs & Curricula
(CPH) .....Community and Public Health
(CRE).....The Cooperative Research & Extension
(CSO) .....Classified Staff Organization
(EFC).....Expected Family Contribution
(EFNEP).....Expanded Food and Nutrition Education Program
(ETS).....Educational Testing Service
(FaCE) .....Family and Consumer Education
(FAFSA).....Free Application for Federal Student Aid
(FAMED) .....Formulate, Assess, Measure, Evaluate, Develop
(FAO) .....Food & Agriculture Organization
(FERPA).....Family Educational Rights & Privacy Act
(FSA).....Faculty Senate Association
(FSM) .....Federated States of Micronesia
(FWS).....Federal Work-Study
(HiSET) .....High School Equivalency Test
(ILO).....Institutional Learning Outcome
(ISSA).....Institutional-Set Standards for Student Achievement
(LRC).....Learning Resource Center
(MAP).....Maintenance Assistance Program
(MOE) .....Ministry of Education
(NREED).....Natural Resources & Environmental Education Division
(PAT).....Palau Achievement Test
(PCC).....Palau Community College
(PLO).....Program Learning Outcome
(PSAT).....Preparation Scholastic Aptitude Test
(R&D).....Research and Development Station
(RI) .....Residential Instruction
(RMI).....Republic of the Marshall Islands
(ROP) .....Republic of Palau
(SAT).....Scholastic Aptitude Test
(SAT10).....Stanford Achievement Test-10th Edition
(SEOG).....Supplemental Educational Opportunity Grant
(SLO).....Student Learning Outcome
(SPC) .....Secretariat of the Pacific Community
(SRB).....Student Review Board
(STEM).....Science, Technology, Engineering, and Mathematics
(TOEFL).....Test of English as a Foreign Language
(TS).....Talent Search
(UB).....Upward Bound
(UNESCO) .....United Nations Education, Scientific & Cultural Organization
(USDE).....United States Department of Education
(WASC).....Western Association of Schools and Colleges
(WHO).....World Health Organization

2020-2024 Academic Calendar

FALL SEMESTER 2020 (13 Weeks)

August	3 (M)	Faculty Report for Duty; Registration begins
August	3-5 (M-W)	Placement Testing/Readmit student
August	6 (TH)	New Student Orientation
August	20-21 (TH-F)	Late Registration
August	**24 (M)**	**First Day of Instruction**
August	24-27 (M-TH)	Credit by Examination Period
August	24-28 (M-F)	Drop/Add Period
August	28 (F)	Last Day to change to AUDIT grading option
September	7 (M)	Holiday: Labor Day
October	1 (TH)	Holiday: Independence Day
October	5-9 (M-F)	Mid-Term Period
October	**21 (W)**	**Last Day to Remove Incomplete Grades for summer 2020**
October	23 (F)	Holiday: UN Day (observed)
October	24 (SA)	Holiday: UN Day
November	**6 (F)**	**Last Day for All Withdrawals**
November	9 (M)	Registration for Spring 2021 begins
November	13 (F)	Last Day of Instruction
November	16 -20 (M-F)	Final Examination Period
November	26 (TH)	Holiday: Thanksgiving Day
November	27 (F)	Holiday: Family Day
November	30 (M)	Grades Due by 11:00am
December	7 (M)	Last Day for Change of Grades
December	14-23 (M-W)	Placement Testing for Spring 2021

2020 ~ AUGUST

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2020 ~ SEPTEMBER

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2020 ~ OCTOBER

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2020 ~ NOVEMBER

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2020 ~ DECEMBER

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SPRING SEMESTER 2021 (16 Weeks)

December	14-23 (M-W)	Placement Testing for Spring 2021
January	1 (F)	Holiday: New Year
January	4 (M)	New Student Orientation
January	7-8 (TH-F)	Late Registration
January	**11 (M)**	**First Day of Instruction**
January	11-14 (M-TH)	Credit by Examination Period
January	11-15 (M-F)	Drop/Add Period
January	15 (F)	Last Day to change to AUDIT grading option
February	8 (M)	Non-instructional day – no classes
March	1-5 (M-F)	Mid-Term Period
March	15 (M)	Holiday: Youth Day
March	31 (W)	PCC Charter Day Celebration
April	1-2 (TH-F)	Students' Spring Break
April	2 (F)	PCC Charter Day
April	**16 (F)**	**Last Day for All Withdrawals**
April	19 (M)	Registration for Summer 2021begins
April	23 (F)	Last Day of Instruction
April	26-30 (M-F)	Final Examination Period
April	**30 (F)**	**Last Day to Remove Incomplete Grades for Fall 2020**
May	5 (W)	Holiday: Senior Citizen's Day
May	7 (F)	Grades Due by 11:00am
May	14 (F)	Commencement Exercises
May	14 (F)	Last Day for Change of Grades
May	24-28 (M-F)	Placement Testing for Summer 2021
May	**30 (S)**	**Last Day to remove Continuing Progress Grades for Fall 2020**

SUMMER SESSION 2021 (7 Weeks)

May	24-28 (M-F)	Placement Testing for Summer 2021
May	31(M)	New Student Orientation
June	1 (T)	Holiday: ROP Presidents' Day Observed
June	3-4 (TH-F)	Late Registration
June	**7 (M)**	**First Day of Instruction**
June	7-8 (M-T)	Credit by Examination Period
June	7-8 (M-T)	Drop/Add Period
June	9 (W)	Last Day to change to AUDIT grading option
June	23-25 (W-F)	Mid-Term Period
July	**8 (TH)**	**Last Day for All Withdrawals**
July	9 (F)	Holiday: Constitutional Day
July	12 (M)	Registration for Fall 2021 begins
July	16 (F)	Last Day of Instruction
July	19-21 (M-W)	Final Examination Period
July	29 (TH)	Grades Due by 11:00 am
August	5 (TH)	Last Day for Change of Grades

2021 ~ JANUARY

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2021 ~ AUGUST

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2020-2024 Academic Calendar

FALL SEMESTER 2021 (16 Weeks)

August	2 (M)	Faculty Report for Duty
August	2-4 (M-W)	Placement Testing
August	9 (M)	New Student Orientation
August	12-13 (TH-F)	Late Registration
August	**16 (M)**	**First Day of Instruction**
August	16-19 (M-TH)	Credit by Examination Period
August	16-20 (M-F)	Drop/Add Period
August	20 (F)	Last Day to change to AUDIT grading option
September	6 (M)	Holiday: Labor Day
September	**30 (TH)**	**Last Day to Remove Incomplete Grades for Spring 2021**
October	1 (F)	Holiday: Independence Day
October	4-8 (M-F)	Mid-Term Period
October	24 (S)	Holiday: UN Day
October	25 (M)	Holiday: UN Day Observed
October	**30 (SA)**	**Last Day to Remove Continuing Progress Grades for Spring 2021**
November	**19 (F)**	**Last Day for All Withdrawals**
November	22 (M)	Registration for Spring 2022 begins
November	24 (W)	Last Day of Instruction
November	25 (TH)	Holiday: Thanksgiving Day
November	26 (F)	Holiday: Family Day
Nov/Dec	29 -3 (M-F)	Final Examination Period
November	**30 (T)**	**Last Day to Remove Incomplete Grades for Summer 2021**
December	10 (F)	Grades Due by 11:00 am
December	13-23 (M-TH)	Placement Testing for Spring 2022
December	17 (F)	Last Day for Change of Grades
December	**30 (TH)**	**Last Day to Remove Continuing Progress Grades for Summer 2021**

2021 ~ AUGUST

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2021 ~ SEPTEMBER

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2021 ~ OCTOBER

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2021 ~ NOVEMBER

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2021 ~ DECEMBER

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SPRING SEMESTER 2022 (16 Weeks)

December	31 (F)	Holiday: New Year's Observed
January	1 (SA)	Holiday: New Year
January	3 (M)	New Student Orientation
January	6-7 (TH-F)	Late Registration
January	**10 (M)**	**First Day of Instruction**
January	10-13 (M-TH)	Credit by Examination Period
January	10-14 (M-F)	Drop/Add Period
January	14 (F)	Last Day to change AUDIT grading option
February	7 (M)	Non-instructional day – no classes
March	15 (T)	Holiday: Youth Day
March/April	28-4 (M-F)	Mid-Term Period
April	1 (F)	PCC Charter Day Celebration
April	2 (SA)	PCC Charter Day
April	**13(W)**	**Last Day for All Withdrawals**
April	14-15 (TH-F)	Students' Spring Break
April	18 (M)	Registration for Summer 2022 begins
April	22 (F)	Last Day of Instruction
April	25-29 (M-F)	Final Examination Period
April	**30 (SA)**	**Last Day to Remove Incomplete Grades for Fall 2021**
May	5 (TH)	Holiday: Senior Citizen's Day
May	6 (F)	Grades Due by 11:00am
May	13 (F)	Commencement Exercises
May	13 (F)	Last Day for Change of Grades
May	23-27 (M-F)	Placement Testing for Summer 2022
May	**30 (M)**	**Last Day to Remove Continuing Progress Grades for Fall 2021**

SUMMER SESSION 2022 (7 Weeks)

May	23-27 (M-F)	Placement Testing for Summer 2022
May	30 (M)	New Student Orientation
June	1 (TH)	Holiday: ROP Presidents' Day Observed
June	2-3 (TH-F)	Late Registration
June	**6 (M)**	**First Day of Instruction**
June	13-14 (M-T)	Credit by Examination Period
June	13-14 (M-T)	Drop/Add Period
June	14 (T)	Last Day to change to AUDIT grading options
June	22-24 ((W-F)	Mid-Term Period
July	**7 (TH)**	**Last Day for All Withdrawals**
July	8 (F)	Holiday: Constitution Day Observed
July	9 (SA)	Holiday: Constitutional Day
July	11 (M)	Registration for Fall 2022 begins
July	15 (F)	Last Day of Instruction
July	18-20 (M-W)	Final Examination Period
July	28 (TH)	Grades Due by 11:00 am
August	4 (TH)	Last Day for Change of Grades (Summer 2022)

2022 ~ JANUARY

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2022 ~ FEBRUARY

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2022 ~ MARCH

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2022 ~ APRIL

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2022 ~ MAY

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2022 ~ JUNE

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2022 ~ JULY

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2022 ~ AUGUST

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2020-2024 Academic Calendar

FALL SEMESTER 2022 (16 Weeks)

August	1 (M)	Faculty Report for Duty
August	1-3 (M-W)	Placement Testing/Readmit student
August	4 (TH)	New Student Orientation
August	11-12 (TH-F)	Late Registration
August	**15 (M)**	**First Day of Instruction**
August	15-18 (M-TH)	Credit by Examination Period
August	15-19 (M-F)	Drop/Add Period
August	19 (F)	Last Day to change to AUDIT grading option
September	5 (M)	Holiday: Labor Day
September	**30 (F)**	**Last Day to Remove Incomplete Grades for Spring 2022**
September	30 (F)	Holiday: Independence Day Observed
October	1 (SA)	Holiday: Independence Day
October	3-7 (M-F)	Mid-Term Period
October	24 (M)	Holiday: UN Day
October	**30 (S)**	**Last Day to Remove Continuing Progress Grades for Spring 2022**
November	**18 (F)**	**Last Day for All Withdrawals**
November	21 (M)	Registration for Spring 2023 begins
November	23 (W)	Last Day of Instruction
November	24 (TH)	Holiday: Thanksgiving Day
November	25 (F)	Holiday: Family Day
November	28-30 (M-W)	Final Examination Period
November	**30 (W)**	**Last Day to Remove Incomplete Grades for Summer 2022**
December	9 (F)	Grades Due by 11:00 am
December	12-22 (M-TH)	Placement Testing for Spring 2023
December	16 (F)	Last Day for Change of Grades
December	**30 (F)**	**Last Day to Remove Continuing Progress Grades for Summer 2022**

2022 ~ AUGUST

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2022 ~ SEPTEMBER

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2022 ~ OCTOBER

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2022 ~ NOVEMBER

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2022 ~ DECEMBER

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SPRING SEMESTER 2023 (16 Weeks)

December	12-22 (M-TH)	Placement Testing for Spring 2023
January	1 (S)	Holiday: New Year's Day
January	2 (M)	Holiday: New Year's Day Observed
January	3 (T)	New Student Orientation
January	5-6 (TH-F)	Late Registration
January	**9 (M)**	**First Day of Instruction**
January	9-12 (M-TH)	Credit by Examination Period
January	9-13 (M-F)	Drop/Add Period
January	13 (F)	Last Day to change AUDIT Grading option
February	6 (M)	Non-instructional day – no classes
Feb/March	28 -3 (M-F)	Mid-Term Period
March	15 (W)	Holiday: Youth Day
March	31 (F)	PCC Charter Day Celebration
April	2 (S)	PCC Charter Day
April	6-7 (TH-F)	Students' Spring Break
April	**14 (F)**	**Last Day for All Withdrawals**
April	17 (M)	Registration for Summer 2023 begins
April	21 (F)	Last Day of Instruction
April	24 -26 (M-W)	Final Examination Period
April	**30 (S)**	**Last Day to Remove Incomplete Grades for Fall 2022**
May	5 (F)	Holiday: Senior Citizens' Day
May	5 (F)	Grades Due by 11:00am
May	12 (F)	Commencement Exercises
May	12 (F)	Last Day for Change of Grades
May	22-31 (M-W)	Placement Testing for Summer 2023
May	**30 (T)**	**Last Day to Remove Continuing Progress Grades for Fall 2022**

SUMMER SESSION 2023 (7 Weeks)

May	22-31(M-W)	Placement Testing for Summer 2023
May	29 (M)	New Student Orientation
June	1 (TH)	Holiday: ROP Presidents' Day
June	2 (F)	Late Registration
June	**5 (M)**	**First Day of Instruction**
June	5-6 (M-T)	Credit by Examination Period
June	5-6 (M-T)	Drop/Add Period
June	7 (W)	Last Day to change to AUDIT Grading option
June	21-23 (W-F)	Midterm Period
July	**7 (F)**	**Last Day for All Withdrawals**
July	9 (S)	Holiday: Constitutional Day
July	10 (M)	Holiday: Constitutional Day Observed
July	11 (T)	Registration for Fall 2023 begins
July	14 (F)	Last Day of Instruction
July	17-19 (W-F)	Final Examination Period
July	27 (TH)	Grades Due by 11:00 am
July/Aug	24-4 (M-F)	Placement Testing for Fall 2023
August	3 (TH)	Last Day for Change of Grades

2023 ~ JANUARY

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2023 ~ FEBRUARY

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2023 ~ MARCH

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2023 ~ APRIL

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2023 ~ MAY

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2023 ~ JUNE

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2023 ~ JULY

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2023 ~ AUGUST

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2020-2024 Academic Calendar

FALL SEMESTER 2023 (16 Weeks)

July/Aug	24-4 (M-F)	Placement Testing for Fall 2023
August	1 (T)	Faculty Report for Duty
August	3 (TH)	New Student Orientation
August	10-11 (TH-F)	Late Registration
August	**14 (M)**	**First Day of Instruction**
August	14-17 (M-TH)	Credit by Examination Period
August	14-18 (M-F)	Drop/Add Period
August	18 (F)	Last Day to change to AUDIT grading option
September	4 (M)	Holiday: Labor Day
September	**30 (SA)**	**Last Day to Remove Incomplete Grades for Spring 2023**
October	1 (S)	Holiday: Independence Day
October	2 (M)	Holiday: Independence Day Observed
October	3-6 (T-F)	Mid-Term Period
October	24 (T)	Holiday: UN Day
October	**30 (M)**	**Last Day to Remove Continuing Progress Grades for Spring 2023**
November	**17(F)**	**Last Day for All Withdrawals**
November	20 (M)	Registration for Spring 2024 begins
November	22 (W)	Last Day of Instruction
November	23 (TH)	Holiday: Thanksgiving Day
November	24 (F)	Holiday: Family Day
November	27-29 (M-W)	Final Examination Period
November	**30 (TH)**	**Last Day to Remove Incomplete Grades for Summer 2023**
December	8 (F)	Grades Due by 11:00 am
December	11-20 (M-W)	Placement Testing for Spring 2024
December	15 (F)	Last Day for Change of Grades
December	**30 (SA)**	**Last Day to Remove Continuing Progress Grades for Summer 2023**

2023~ AUGUST

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2023 ~ SEPTEMBER

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2023 ~ OCTOBER

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2023 ~ NOVEMBER

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2023 ~ DECEMBER

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SPRING SEMESTER 2024 (16 Weeks)

January	1 (W)	Holiday: New Year's Day
January	8 (M)	New Student Orientation
January	11-12 (TH-F)	Late Registration
January	**15 (M)**	**First Day of Instruction**
January	15-18(M-TH)	Credit by Examination Period
January	15-19 (M-F)	Drop/Add Period
January	19 (F)	Last Day to change AUDIT grading option
February	5 (M)	Non-instructional day – no classes
March	4-8 (M-F)	Mid-Term Period
March	15 (F)	Holiday: Youth Day
March	28-29 (TH-F)	Students' Spring Break
April	2 (T)	PCC Charter Day
April	5 (F)	PCC Charter Day Celebration
April	**19 (F)**	**Last Day for All Withdrawals**
April	22 (M)	Registration for Summer 2024 begins
April	26 (F)	Last Day of Instruction
April/May	29-1 (M-W)	Final Examination Period
April	**30 (T)**	**Last Day to Remove Incomplete Grades for Fall 2023**
May	5 (SU)	Holiday: Senior Citizens' Day
May	6 (M)	Holiday: Senior Citizens' Day Observed
May	10 (F)	Grades Due by 11:00am
May	17 (F)	Commencement Exercises
May	17 (F)	Last Day for Change of Grades
May	20-29 (M-W)	Placement Testing for Summer 2024
May	**30 (TH)**	**Last Day to Remove Continuing Progress Grades for Fall 2023**

SUMMER SESSION 2024 (7 Weeks)

May	20-29 (M-W)	Placement Testing for Summer 2024
May	31 (F)	Holiday: ROP Presidents' Day Observed
June	1 (SA)	Holiday: ROP Presidents' Day
June	3 (M)	New Student Orientation
June	6-7 (TH-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 to AUDIT grading option
June	26-28 (W-F)	Mid-Term Period
July	9 (T)	Holiday: Constitutional Day
July	**12 (F)**	**Last Day for All Withdrawals**
July	15 (M)	Registration for Fall 2024 begins
July	19(F)	Last Day of Instruction
July	22-24 (M-W)	Final Examination Period
July	1(TH)	Grades Due by 11:00 am
August	8 (TH)	Last Day for Change of Grades

2024 ~ JANUARY

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2024 ~ FEBRUARY

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2024 ~ MARCH

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2024 ~ APRIL

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2024 ~ MAY

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2024 ~ JULY

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2024 ~ AUGUST

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GENERAL INFORMATION

HISTORY

Palau Community College (PCC) was founded in 1969 as a two-year post-secondary vocational/ technical institution. It grew out of a trade school that had its beginning in 1927 during the Japanese administration prior to World War II. PCC began with a small group of students enrolled in one vocational program on a campus with limited physical facilities. It was known at that time as 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 a 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 11, 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 two-year postsecondary technical/academic institution serving Palau and the Micronesia Region. In 1972, it developed into a viable technical /academic institution through series of self-evaluations and accreditation visits from the Accrediting Commission for Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges (WASC).

In 1977, Palau Community College became an accredited institution by ACCJC-WASC. The Institution has gone through different cycles of accreditation. In 1982, 1987, 1992 and 1997, it went through different cycles of every five years. In 2003, 2010 and 2016, the College went through different cycles of every six years. After the 2016 Self Evaluation Report, Site Visit and Focus Report, the College accreditation status was reaffirmed for a new cycle of seven years. The next evaluation is scheduled for 2023. To date, Palau Community College has been accredited by ACCJC-WASC for 43 years.

ACCREDITING COMMISSION FOR COMMUNITY AND JUNIOR COLLEGES THIRD PARTY COMMENT PROCEDURE

ACCJC's Third Party Comment allows an individual who wishes to make comments on an institution that is undergoing comprehensive review in the current semester and that is considered by the ACCJC at its next meeting, should use the Third Party Comment Form to provide any comment about the institution's quality or effectiveness, as well as, the basis of any provided comments. The Third Party Comment Form should include individual/group name, address, phone number, and email address. The Third Party Comment Form should be received by the Commission five weeks before the scheduled Commission meeting. Comments should be submitted as an attachment to accjc@accjc.org or mail to:

Accrediting Commission for Community and Junior Colleges
10 Commercial Blvd., Suite 204
Novato, CA 94949

The Third Party Comment Form is available at the Office of the President and the Accreditation Office and on the College website.

VISION STATEMENT– *Where We Want To Be*

"We strive to guarantee quality and excellence"

MISSION STATEMENT-*Who We Are and What We Do*
Palau Community College is an accessible comprehensive 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 – *How We Behave*
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:

Oba a ta el tekoi - Teamwork

Kot el ngar er a bab el omeruul - Quality Services

Diak a berrotel - Open Communication

Ulterekokl el olengcheled - Managing with Goals

Oldubech a kedul a dereder – Promoting Leadership

Melemalt e melangesmad - Integrity and Loyalty

Tekoi el buai - Community Ownership

Ouelangch er a melemolem el klungiaol -Continuous Improvement

Seberakl, chituuk, e melasem a tekoi - Creativity and Innovation

Omengull er a tang me a tang - People & Respect for Others

GENERAL EDUCATION PHILOSOPHY

"Palau Community College believes that education is the key to success by promoting the concept that learning is a lifelong process. With this belief, PCC provides general education to give each student an opportunity to develop an integrated overview of diverse fields of human knowledge, to become aware of skills and knowledge required to comprehend the changing world, and to acquire basic principles and concepts that are part of different disciplines. PCC's mission is to educate and enable students to cope with changing societies and to prepare those interested to enter the workforce or to pursue higher education beyond PCC".

Institutional Learning Outcome (ILO)

1. ***Critical Thinking and Problem Solving****: Analyze and solve problems by using informed judgment based on evidence, sound reasoning, and/or creativity to differentiate facts from opinions and to specify solutions and their consequences.*

2. ***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.*

3. ***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.*

4. ***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.*

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

6. ***Aesthetics****: Apply numerous means of inquiry to experience and appreciate the values of arts and nature.*

Strategic Directions:

1. **Student Success** – PCC will boost its effort to enhance existing programs and services, as well as developing new ones, all in an effort to improve PCC and Adult High School students' success. PCC will also strengthen working relationship with the Palau Ministry of Education (MOE) for the success of all students in Palau.

2. **Institutional Culture** – The culture of PCC will be transformed from its current stage into one that "guarantees quality and excellence".

3. **Resources** – The College will diversify and increase resources to provide quality programs and services, facilities, technology, and human resources to support its mission and goals. The College will be prudent in the allocation of resources to support operations and in support of its short, medium and long range plans in line with the strategic directions and mission of the college.

4. **Culture of Evidence** – The College will provide data driven assessment and analysis which generates accurate and reliable information to support decision making and planning. Assessment results will serve as evidence of decisions made and outcome reporting.

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 mandates the institution to protect the privacy of educational records. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records.

These rights include, but are not limited to the following:

1. The right to inspect and review the student's educational records. Request must be in writing which states or identifies the record(s) to be inspected/reviewed and addressed to the Admission and Records 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 Admission and Records Office, 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 Admission and Records Office. If the college decides not to change or amend their record as requested, the student will be notified of the decision and advised of his/her rights to challenge the decision through the Student Review Board.

3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. Examples of disclosure of educational records without consent is to the college officials with legitimate educational interest to review records in order to fulfill professional and official responsibilities, parents or legal guardians of students under 18 years old, and upon order of a court of competent jurisdiction.

4. The right to file a complaint with the United States Department of Education (USDE) 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
400 Maryland Avenue, SW
Washington, DC 20202-5920
(202)260-3887 or FAX (202)260-9001

Directory Information

The "Directory Information" at the College will be made available to the general public unless the students notify the Admission and Records office in person or in writing before the last day to add classes: Student's name, address, telephone listing, e-mail address, date/place of birth, height/weight of athletic team members, major field of study, participation in the officially recognized activities and sports, dates of attendance, current enrollment status (full-time/part-time), class standing, degrees and academic award received (dean's list, honor roll), photographs, most recent education institution attended, and other similar information as defined by the institution that would not normally be considered an invasion of a student privacy.

ARTICULATION INFORMATION

To provide opportunities for its students to further their education, the college articulates with the following institutions in the Asia/Pacific region and the U.S.

1. Brigham Young University-Hawaii
2. Chaminade University of Honolulu
3. College of Micronesia-FSM
4. Eastern Oregon University
5. Grand Valley State University
6. Hawaii Pacific University
7. Japan Aviation Academy
8. National University
9. Occidental College
10. Pacific Islands University
11. San Diego State University
12. University of Guam
13. University of Hawaii-Hilo
14. University of Hawaii-West Oahu
15. University of the Ryukyus

16. Waseda University
17. Western Governors University
18. Western Oregon 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 have completed at least 12 credit hours at Palau Community College. Interested students may contact the Phi Theta Kappa advisor at 488-2690/3036 or stop by the Office of Student Life at Miich Building.

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

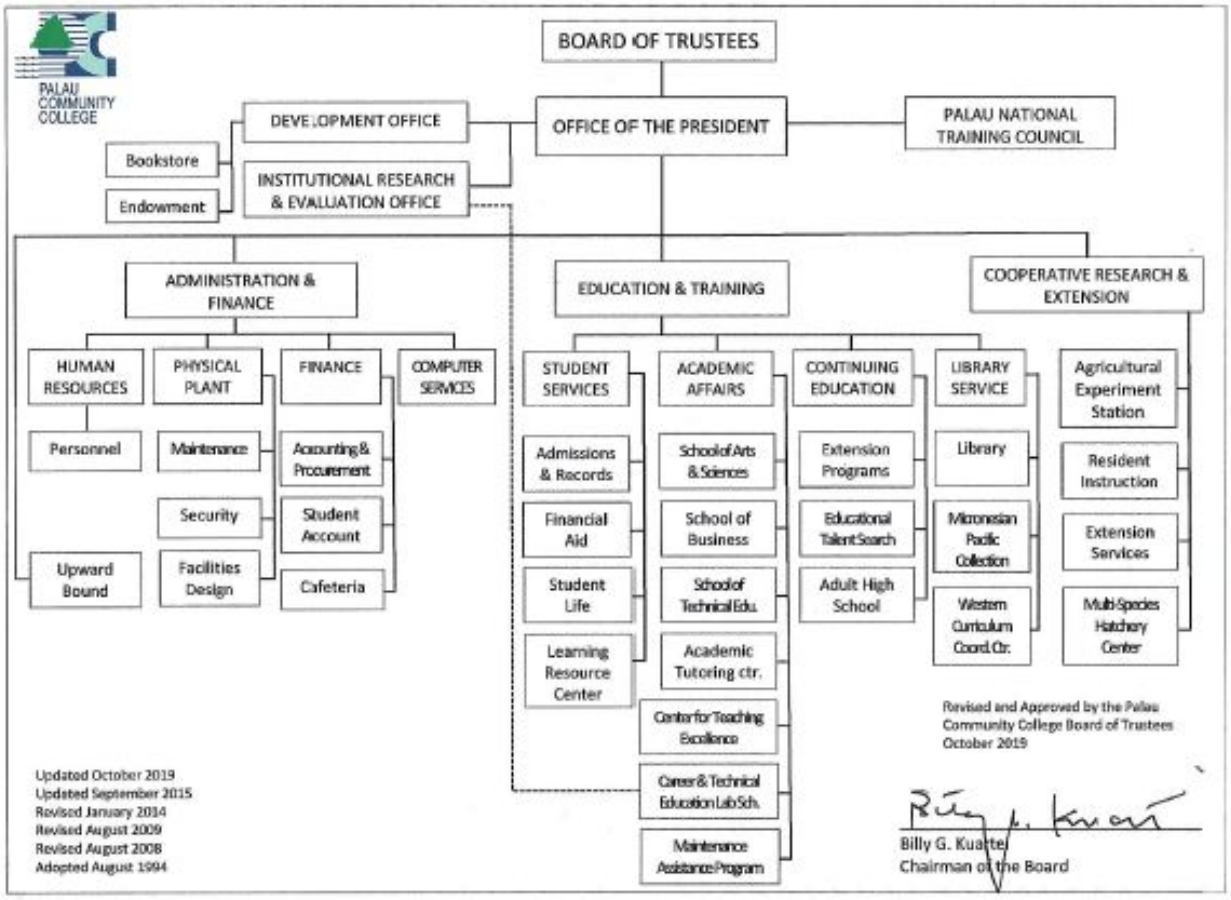
Sexual harassment is a form of sexual discrimination that violates PCC Personnel Rules & Regulations, § 14.3.15.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a 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.

NON-DISCRIMINATION

Palau Community College is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, ethnicity, sexual orientation, gender identity, religion, sex, age, or disability, in the administration of its programs and services.

ORGANIZATION OF THE COLLEGE



GOVERNING BOARD

The Republic of Palau Public Law 4-2, referred to as Higher Education Act of 1993, established Palau Community College and its governing board, Board of Trustees. It has a representative membership appointed by the President of the Republic and confirmed by the national congress designed to ensure institutional integrity, autonomy, academic freedom, principles of equity, and insulation from political interference in order to best serve the public interest and meet accreditation requirements. The law was amended in 1996 to include a student trustee as a full fledged voting member. The Board sets the purpose of the institution and establishes institutional policies. The administration of these policies and the general management of the institution are delegated to the Chief Executive Officer of the college.

OFFICE OF THE PRESIDENT

The Office of the President provides the educational leadership to define goals, develop and implement plans, and establish priorities of the college. The President is the Chief Executive Officer of the college and administers the college with assistance of the Executive Committee, an advisory body representative of the organizational structure. At the discretion of the president of the college, the current membership may change depending on the directions and priorities of the college.

DEVELOPMENT OFFICE

Mission Statement
To sustain and foster community relations and to support college programs and services

The Development Office is responsible to the Office of the President in the areas related to Public Relations, and College Endowment.

INSTITUTIONAL RESEARCH & EVALUATION OFFICE

The Institutional Research & Evaluation Office supports the College effort in research, evaluation, professional development and accreditation.

IREO Mission Statement:
The Institutional Research & Evaluation Office is to collect, analyze, disseminate, and present information to aid institutional planning, decision-making and policy formulation. The Office must strive for continuous improvement in data accuracy, timely reporting and actionable information.

Accreditation Mission Statement:
To help ensure the College continues to meet ACCJC Standards, Eligibility Requirements, Commission Policies, and USDE policies and regulations to stay and remain an accredited institution with clearly defined objectives appropriate to higher education and eligible for Title IV aid serving Palau and the Micronesia region.

Institutional Research:

To fulfill the mission of the Institutional Research and Evaluation Office, Institutional Research is to collect, analyze, disseminate, and present information to aid institutional planning, decision-making and policy formulation. Institutional Research must strive for continuous improvement in data accuracy, timely reporting and actionable information.

DEPARTMENTS

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

ADMINISTRATION AND FINANCE

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, Physical Plant Division, and Computer Services Division.

Finance Division

Mission Statement
The mission of the Business Office is to provide accurate and timely financial services to protect the College's assets; and to provide friendly and professional services to faculty, staff, students and the community.

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, and cafeteria services.

Human Resources Division

Mission Statement

The Human Resource Division (HR) is responsible for the recruitment, training, development and retention of employees. The HR Division works with employees to shape policies, and procedures, ensuring that PCC's business and long term goals are in harmony with that of its working staff. Working in partner with its employees, the HR Division is responsible for the administration and management of the College personnel system. PCC's HR division is an advocate for its most important resource – its people!

Physical Plant Division

Mission Statement
The mission of the Physical Plant Division is to provide adequate, safe, and accessible facilities to meet the needs of a learning centered institution.

The Physical Plant Division, through its Maintenance and Security Services units, is responsible for maintenance and upkeep of the campus facilities including landscaping and construction projects as well as campus security.

Computer Services Division

Mission Statement
To sustain a user friendly and accessible network service and computer systems which provide reliable and secured information for the functions of the College.

The Computer Service Division strives to provide accessible and reliable network service with technical support for college computer hardware and software aimed at current information as well as help to meet the technical and academic needs of students, faculty, staff and community.

COOPERATIVE RESEARCH AND EXTENSION

Mission
To address issues important to Palau, PCC-CRE seeks "to collaborate with partners and clients to generate, develop and disseminate practical, relevant and sustainable technologies and knowledge in agriculture, aquaculture, environment, food and human sciences to benefit the people of the Republic of Palau."

PCC-CRE is part of the three campus system that make up the College of Micronesia, as Land Grant Institution. The Cooperative Research & Extension **(CRE)** department implements the Agriculture Experiment Station **(AES)**, Cooperative Extension Service **(CES)**, and the Expanded Food Nutrition and Education Program **(EFNEP)** from the College of Micronesia Land Grant program. In addition, CRE also implements the Resident Instruction in Insular Area Grant **(RIIA)** and Distance Education Grant **(DE)** from USDA-National Institute of Food and Agriculture to support the College Agricultural Science Program. CRE's programs address five priorities that include the following: 1) Global Food Security, and Hunger, 2) Food Safety, 3) Childhood Obesity and 4) Climate Change. The programs are implemented in a multidisciplinary approach through the four divisions of CRE: Agriculture, Natural Resources and Environmental Educational, Family and Consumer Education and Expanded Food and Nutrition Education.

Agriculture Division

This division conducts agriculture research and extension programs that focus on addressing the issues on climate change, invasive species, best management practices and germplasm collection/ conservation to identify crops that are salt and drought tolerant. Through tissue culture and the conventional practices seedlings and other planting materials can be distributed to farmers to help with the food security issue in Palau. Other extension activities include the promotion of sustainable agriculture, integrated pest management and pesticides applicators training for farmers. CRE also provides training on farm safety, marketing strategy and the maximization of farm profits.

Natural Resources and Environmental Education Division (NREED)

The main focus of the NREED division is the promotion and the development of the aquaculture industry in Palau. The division addresses three main priorities of the nation which include environmental preservation/conservation, food security and economic development. In addressing these priorities, CRE's Multi Species Hatchery develops technologies in seed production and grow out trials of important marine species through research. The technologies are developed and shared with other hatcheries and individuals in Palau. CRE also partners with local aquaculture farmers to help promote and enhance their farm practices. An extension component of this division helps individuals and communities identify

suitable site for their aquaculture farms and provides other technical assistance that may be required. It also provides trainings on seed stock development and farm management. The following species have been identified as a priority for Palau:

- Mangrove Crab
- Rabbitfish
- Milkfish
- Grouper
- Lobster
- Mullet
- Sea Grapes
- Mangrove Clam
- Shrimp

To increase awareness in the communities on the benefits of aquaculture, CRE hosts tours at its hatchery facility and also provides lectures to schools and communities.

Family and Consumer Education (FaCE)

Under this division, research is being conducted to develop new products from root crops. The aim of the food technology research is to improve the quality and increase the shelf life of the products. More than 80 different products have been developed from taro and cassava.

Programs and other focus areas:

- Food Technology training
- Food Security
- Root crops and sea food processing

Expanded Food and Nutrition Education Program (EFNEP)

- Youth & Adult EFNEP
- Food Safety and Nutrition

Research and Development Station (R & D)

The Research and Development Station in Ngermeskang, Ngeremlengui, serves the needs of the Republic and the region in the area of agriculture research to identify pest resistant and high yielding crops to address the issue faced by farmers today. The Research and Development Station houses the agronomy laboratory, entomology laboratory, food technology laboratory and tissue culture laboratory. Results of research are being disseminated to the community through farm visits and trainings provided by CRE's extension specialist and extension agents. Extension publications are also published and distributed to the communities and the Pacific region. The public is welcome to visit the R&D Station demonstrations and projects.

Multi-Species Hatchery

On July 14, 2010, PCC inaugurated the state-of-the-art multi-species hatchery at Ngermetengel, Ngeremlengui State. This facility was established to support PCC's active role in the development of aquaculture in the country. At present, there are an increasing number of individuals who are interested in farming various aquaculture commodities; however, the supply of locally produced fingerlings is very limited. Therefore this multi-species hatchery is expected to augment the seed stock requirement of the prospective fish farmers in the country. In addition, this hatchery will also be utilized as a demonstration and training facility to clients and the community who are interested to learn and develop their skills in the seed production of marine organisms.

The hatchery complex features an integrated brood stock, nursery, natural food and larval production tanks designed in such a way that the water from the reservoir is supplied by means of gravity; thus minimizing the use of electricity during

the operation. An office and laboratory have been provided to accommodate the researchers and extension agents in their daily activities. Equipment such as microscopes, water analyzers, and weighing balances are available in the laboratory for research use. A phycology lab is also provided where starters for microalgae used as natural food for fish larvae are grown and maintained. Good quality seawater supply is maintained using a mechanical sand filter and Ultra Violet filtration system. The public is welcome to visit the PCC-Multispecies hatchery operation and projects.

EDUCATION AND TRAINING

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

Mission Statement
The Academic Affairs Division provides high-quality instruction in both career/technical education programs and academic programs to ensure students acquire the knowledge, skills and attitudes needed to enter the workforce or to continue their educational careers.

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 one (21) areas in order to meet the needs of the Micronesian community.

School of Arts and Sciences
- Agricultural Science
- Community and Public Health
- Criminal Justice
- Education
- Environmental/Marine Science
- Liberal Arts
- Library & Information Services
- Nursing
- Palauan Studies
- Science Technology Engineering Mathematics Disciplines Program

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

School of Technical Education
- Air Conditioning and Refrigeration Technology
- Automotive Technology
- Construction Technology
- Electrical Technology
- General Electronics Technology
- Small Engine and Outboard Marine Technology

STUDENT SERVICES DIVISION

Mission Statement:
The Division of Student Services directly supports student learning, retention, and success. We engage students in educational, cultural, social, and intellectual programs that enrich the student experience, foster personal development, and promote responsible citizenship, and social responsibility.

The Student Services Division is one of the four 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 financial aid, new student orientation, academic advising, career and personal counseling, admissions and records, Learning Resource Center, on campus housing, co-curricular activities, intramurals, athletics, student government, clubs and organizations.

Student Health Services

The College does not operate a student health clinic on campus. However, the National Hospital provides 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.

Palau Community College
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 Dort Building, from Monday to Friday between 8:00 a.m. and 5:00 p.m.

ADMISSIONS & RECORDS UNIT

Mission Statement:
Admissions & Records Office promotes the college's programs to prospective students through recruitment, admits and enrolls accepted students, as well as maintains the accuracy, integrity, confidentiality, and security of all students' academic records and ensures full compliance with all applicable federal and college regulations.

The Office provides services to prospective, new, current and former students in the areas of admissions, registration, graduation, transcripts and record maintenance; reporting various data for decision-making and planning as well as assisting faculty and the college community to provide services and support in meeting the needs of students to ensure a smooth transition in achieving their educational goals.

FINANCIAL AID UNIT

This unit is responsible for administering federal student financial aid programs (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant and Work-Study Program) and State and private funds.

Mission Statement:
Financial Aid Office provides comprehensive financial aid programs to meet the immediate and long-term needs of the diverse population of students through federal, state, and private funds.

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 offered by the United States Department of Education (USDOE) to eligible students enrolled in eligible programs at participating schools to cover school-related costs: tuition and fees, room and board, books and supplies, transportation, and personal expenses. 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 two most common types of aid at PCC are grants (financial aid that does not have to be repaid), and work-study (job opportunity for students to work part-time to earn money to help pay for school expenses).

General eligibility requirements for federal student aid which includes, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Work-Study, are determined by Federal rules and regulations.

To receive federal student aid, an applicant must meet the following criteria:

1. Have obtained a high school diploma or an equivalent such as GED or HiSET.

2. Be enrolled as a regular student working toward a degree or certificate in an eligible program.

3. Be a U.S citizen or eligible non-citizen (permanent resident, Federated States of Micronesia (FSM), the Republic of the Marshall Islands (RMI), and the Republic of Palau (ROP) citizens).

4. Have financial need as demonstrated through application of the FAFSA.

5. Have a valid U.S. Social Security Number (Citizens of FSM, RMI, and ROP 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. (Note: applies only to US citizens who are male students between ages of 18-25).

9. Be making Satisfactory Academic Progress (SAP) toward the completion of degree or certificate according to financial aid satisfactory policy stated in the current year's financial aid handbook.

Federal Student Aid Program

Federal Student Grant

Federal Pell Grants - Generally, the Pell Grants are awarded only to undergraduate students who have not earned a bachelor's degree or professional degree, such as medicine, law or dentistry. It is aid awarded to students and does not need to be repaid.

Students are automatically considered for a Pell Grant when they file the Free Application for Federal Student Aid (FAFSA). Students may receive a 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 (full-time, three fourth time, half-time or less than half-time student), the period of enrollment, and the cost of education. To

be eligible for Pell payment the Student Aid Report (SAR) or Institutional Student Information Record (ISIR) should be received by Financial Aid Office.

The maximum Life Eligibility Used (LEU) for Pell Grant is limited to 600% or its equivalent of twelve semesters of full-time enrollment.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Federal Supplemental Educational Opportunity Grant (FSEOG) - FSEOG 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 $4,000 per award year depending on student financial needs and the availability of funds.

Student Employment

Federal Work-Study (FWS):

The Federal Work-Study program is a part-time employment providing jobs for students to help pay for their educational expenses.

Many jobs are designed to assist students in providing work experience in their chosen field of study.

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

Note: The above grants/employments 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 applicants must file their FAFSA no earlier than October 1st of each year. The absolute federal deadline for submitting FAFSA for each award year whether students apply electronically or by mail is June 30 or each year.

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

When applying for Financial Aid, Applicants must provide the following documents indicated below:

1. FAFSA (Free Application for Federal Student Aid)

   Have filed the Free Application for Federal Student Aid (FAFSA). PCC Federal School Code is 011009. The FAFSA is available at the PCC Office of Financial Aid, other colleges or universities financial aid offices, and at 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.

   Wages & Tax Statements

2. An applicant must provide the appropriate copies of the Wage and Tax Statement (s) or Federal Tax Returns (completed 1040 forms).

   Passport or Birth Certificate

3. An applicant must provide 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 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 and Records.

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 Financial Aid helps students seek and file applications for state/republic scholarships. For detailed information, contact the Office of 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 UNIT

Mission Statement:
Student Life unit is responsible for and coordinates new student orientation, counseling, academic advising, student housing programs, and development and implementation of co-curricular and recreational activities for all students.

Counseling & Academic Advising

Mission Statement:
Counseling & Academic Advising is to take an active role within each student learning environment by facilitating the process of educational, career, and personal decision making in a professional and caring manner.

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 and 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 a walk-in basis at the Office of Student Life.

Student Housing

Mission Statement:
Student Housing provides safe and clean living/learning environment and educational programs to students.

The college has three on-campus housing facilities for students which accommodate up to 137 student residents in single (limited), double, and triple occupancy rooms. The three (3) residence halls are two-story concrete buildings. There are also a centralized T.V. lounge, recreational facility, and a laundry room.

There are two buildings of single and double rooms with a centralized bathroom on each floor and two small lounges. The third residence hall has triple occupancy rooms with private bathrooms and a centralized lounge. Each room is

furnished with standard size twin beds, study tables, chairs, 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; therefore, 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: hildan@palau.edu

Recreation (Student Activities)

Mission Statement:
To provide recreational and sporting activities to broaden the college experience of the student and to enhance personal and social growth to ensure academic achievement.

The college provides co-curricular activities, athletic programs and daily recreational activities for students, including interested faculty and staff. These activities are designed to enhance students' skills and abilities in academic, personal, and social wellbeing. These programs also help enhance and foster opportunities for staff, faculty and students to build and maintain a relationship through participation in games, recreational activities and/or social events.

Intramural basketball, volleyball, table tennis, billiards and 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 Basketball team (male/female) for the IP&E Amateur Basketball League (ABL), the National Basketball League (NBL), the Women National Basketball League (WNBL), the Mesekiu Baseball team for the Palau National Baseball League (PNBL) or the Palau Major League (PML) and the Mesekiu Volleyball (male/female) team for the Palau Volleyball Federation League. A College athletic scholarship is available.

For more information, visit the Student Life office located at Miich Building.

LEARNING RESOURCE CENTER (LRC)

Mission Statement:
The Learning Resource Center provides academic and non-academic services to identify and support student learning.

The center provides academic support services and testing for incoming and continuing PCC students. Services include Instruction; Tutoring; Computer Laboratory; Study Laboratory; PCC Placement Testing; and Student Transfer Counseling;

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 an annual 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

All Palau Community College (PCC) students are required to obtain a PCC student ID Card. Students should carry a valid ID Card on them at all times. The ID cards are issued to all incoming students during the first week of classes. The ID card is required for using library computers, using/checking out recreation equipment, purchasing of textbooks, receiving Work Study paychecks, picking up report cards, degrees and transcripts, checking mail, entering or using limited access facilities and equipment, and at campus activities. It is also used 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, but is not limited to, 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.

See Academic Policy (AP) 3-2018, Academic Integrity for further information. Also, 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.

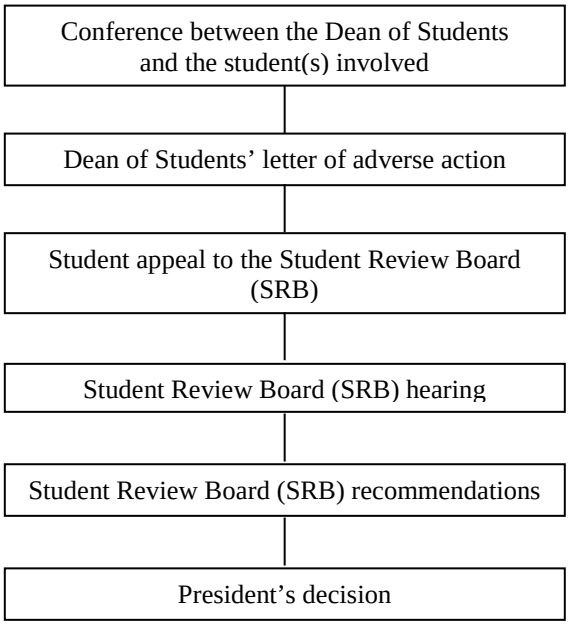
4. The student will be allowed four (4) school days from the date of the letter of adverse action to appeal the decision to the SRB. The SRB hearing shall take place within five (5) school days from the date of the appeal letter. During this period of appeal and hearing, the student must be kept on his/her 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 President within five (5) school days from the date of the appeal letter. The President's decision will be final.

The following flow chart illustrates the process:



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 President of the college, 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 President.

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 President. The Director of Student Life will serve as a permanent member/chair of the SRB.

CONTINUING EDUCATION DIVISION

Mission Statement
The Continuing Education Division (CE) is an outreach arm of the college that is accessible to the diverse educational and training needs of the community it serves by ensuring quality service to meet the customers' expected outcomes.

CE is responsible for sponsoring activities including non-credit and short-term training designed to meet pre-service and in-service needs of the community. It 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; and workshops, seminars, conferences, conducting community surveys, and 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.

Non-Credit training 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 non-credit 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 non-credit program requirements. Refer to pages 128-141 for CE course listing.

Apprentice Training Program

The apprentice training program offers an opportunity for anyone who lacks the skills to work and want to learn the skills under an expert trainer. Participants commit themselves to work under an established agreement between PCC and a local agency that offers the training. The training is free and the participants who undergo the training will not receive any compensation from either PCC or the agency providing the training. The participant will learn required skills under close and direct supervision of a selected staff from the agency proving the training. After completion of the training, participants' skill levels will be assessed and certificate of completions will be awarded

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. Classes are scheduled throughout the day, evenings, weekends, and holidays. Program offerings are available on campus as well as accessible to all the states of Palau by delivering on-site. Delivery of programs on-site depends on the required minimal number of interested individuals of at least 10 individuals in the same specific training, and also the nature of the programs requested and the feasibility of offering the programs.

Adult High School

Mission Statement
The PCC Adult High School (AHS) seeks to enable adult students to further develop their primary skills while engaging in activities that would help them obtain a high school diploma thereby increasing their chances to either: 1) pursue a degree in post-secondary education, or 2) find a job with entry-level skills.

The PCC AHS, established in fall 2000, serves members of the community who have not earned a high school diploma or its equivalent. The program offers two tracks toward a high school diploma: a terminal program for those in the work-force or those planning to enter the work-force after completion of the program, and another track 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 cannot go to a regular high school or enroll in the HiSet program.

HOW TO APPLY:

Students may apply at any time during the year. Application forms may be obtained at the AHS Office at Palau Community College, telephone number 488-2470/2471, ext. 267.

The PCC 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. Courses may be offered on-site with any state in Palau where ten or more students have registered to participate in the AHS program.

Educational Talent Search

Mission Statement
To increase the number of students from disadvantaged backgrounds to complete a post-secondary program of study.

Educational Talent Search (ETS) program is one of the three branches of the TRIO Program, a US Department of Education program. 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.

Educational 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 assists them to graduate from high school and continue on to the postsecondary institutions of their choice. Educational Talent Search also serves high school dropouts by encouraging them to re-enter the education system and complete their education. The goal of ETS is to increase the number of socioeconomically disadvantaged youths who complete postsecondary education. Eligible applicants are students between the ages of 11 to 27 who have completed the fifth grade level. In any given project, two-thirds of the participants must be students who will be first-generation college students from low-income families.

LIBRARY RESOURCES DIVISION

Mission Statement
The mission of the Tan Siu Lin Palau Community College Library is to support the academic programs at the college and to promote lifelong learning in the wider community with high-quality, accessible resources, information literacy training, and public outreach activities.

With over 44,000 volumes of collections, Tan Siu Lin Palau Community College Library is the largest library in the Republic of Palau. As a learning resource for the college and the community, it is open to everyone in Palau and offers many services to community members, including Education USA and US Armed Forces Veterans Association of Palau. It has books for all ages, periodicals, government documents, videos, maps, and vertical files. While most materials are in English, there are also materials in Palauan, as well as a growing International Collection with more than 1,300 volumes,

mostly in Japanese, but also in Chinese, French, Hungarian, German, Filipino, Korean, Czech, Dutch, Hebrew, Italian, Hindi, Swedish, and Spanish. The Tan Siu Lin PCC library is the Republic of Palau's official depository library for all publications issued by the Secretariat of the Pacific Community (SPC), United Nations (UN), World Health Organization (WHO), Food and Agriculture Organization (FAO), and United Nations Education, Scientific and Cultural Organization (UNESCO). The Tan Siu Lin PCC library maintains an extensive Micronesia-Pacific Collection, which holds a unique mix of materials on the Pacific region and Micronesia with a particular emphasis on Palau.

A variety of information access services are available in the Tan Siu Lin PCC Library: reference, circulation, course reserve, holds, access to special collections, photocopying and scanning. The library staff provides individualized and group instruction in the use of library resources for both print and electronic formats. There are 20 desktop computers, available to students and the general public for e-mail, word processing, and research needs. The library's online public access catalog is available on two computer stations in the library, as well as any computer with Internet access at http://library.palau.edu. For questions or concerns, library staff may be contacted at palaucclib@gmail.com.

TRIO PROGRAMS

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 post baccalaureate 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 two TRIO Programs at Palau Community College.

UPWARD BOUND PROGRAM (UB)

Mission Statement
The Upward Bound mission is to provide fundamental support and opportunities for participants to succeed in their precollege performance and ultimately in their higher education pursuits.

Upward Bound provides fundamental support to participants in their preparation for college entrance. The program provides opportunities for participants to succeed in their precollege performance and ultimately in their higher education pursuits. Upward Bound serves high school students from low-income families and 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 higher education. UB provides such services as English (literature and composition), foreign language, mathematics, laboratory science, extracurricular activities and work study program.

EDUCATIONAL TALENT SEARCH PROGRAM (ETS)

Educational Talent Search Program is directly under the Continuing Education Division as Educational Talent Search. (Refer to Page 29 for detailed information).

ACADEMIC REGULATIONS

General Admissions Policy

The academic year at Palau Community College is made up of two regular semesters, with each having a 16-week duration, and a summer session that runs for seven 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 late July.

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 student must have successfully completed high school or college where English was the language of instruction.

2. The student must submit a copy of official transcript from the high school or college last attended with at least a cumulative GPA of 2.00.

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. PCC Adult High School graduates,
3. Persons who have passed the HiSET,
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 a 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 & Records at PCC or on the PCC website: pcc.palau.edu

2. Forward directly to the Office of Admissions & Records, the completed admission application form with a $10.00 non-refundable application processing fee.

3. Submit official high school, HiSET, or PCC Adult high school transcripts to the Office of Admissions & Records. High school graduates should request final official transcripts upon completion of the senior year.

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 & Records at PCC or on the PCC website: pcc.palau.edu.

2. Forward directly to Office of Admissions & Records 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 & Records 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.

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, or 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 & Records or downloading the form from the PCC website: pcc.palau.edu.

2. Submit directly to Office of Admissions & Records, 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 titles 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 of $15,000 or more 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 before 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.

For students that are foreign applicants who attended institutions in English- speaking countries or at high schools where English was the language of instruction, and wish to request waivers for the TOEFL requirement, the following criteria apply:

a. The student must submit a request letter justifying the reasons why the TOEFL requirement should be waived. The cost of taking the TOEFL test does not merit waiver consideration.

b. The student must have successfully completed at least the last two years of high school or a semester of college where English was the language of instruction.

c. The student must submit an official transcript from the high school or college where English was the language of instruction with at least a cumulative GPA of 2.00 along with a letter of verification of instruction in English language from the high school/college sending the transcript.

d. Both the transcript and verification letter must be sent directly to the Admissions and Records office.

e. All foreign transcripts must be evaluated through the World Education Services prior to submission.

All documents must be sent to the Admissions and Records Office where the Registrar will verify such waiver has been approved before the waiver will be considered official.

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 Admissions & Records Office with a $10.00 non-refundable fee, at least one week before the registration period. If a student attended other colleges/universities a copy of an official transcript must be sent to the Admissions-& Records Office.

Non-degree Applicant: A person who wishes to take courses at PCC to earn college credits, but has no desire to earn a degree or 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 & Records 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 who wishes 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 & Records 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 & Records must receive an 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 & Records at PCC or by downloading the form from the PCC website: pcc.palau.edu.

2. Forward directly to the Office of Admissions & Records 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 & Records. 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.

4. Submit a written consent from parents to enroll at PCC.

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 & Records.

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 & Records at least 30 days prior to the start of the desired semester.

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. An undeclared status applies only to students who never attended college.

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 and 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 & Records 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 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

A transferable course is a course taken at one college or university that can be used for credit at another institution. Transferable courses may be used for major preparation, general education, or elective credit.

Students transferring to Palau Community College who wish to have course work from other accredited US colleges/universities considered must have official college transcript(s) and course description(s) sent directly to the PCC Office of Admissions & Records. To be official, transcripts must be sent from college to college or hand-delivered in a sealed, unopened college envelope. Course work that is transferable will be accepted for fulfillment of program requirements and entered into the student's permanent records at PCC.

The Dean of Academic Affairs, in consultation with program/department chairpersons/faculty, evaluates the 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 from US non-accredited institutions or foreign institutions need to have courses being considered for transfer credit evaluated through World Education Services prior to submission to the Admissions and Records office.

Any course which has been articulated with other colleges/universities and has a grade of C or better will automatically receive credit. If course descriptions from other colleges/universities correlate to other PCC course descriptions of courses not yet articulated, credit may be awarded but is not guaranteed. Faculty will be consulted for recommendations. The Committee on Programs & Curricula (CPC) chairperson will oversee the transfer of credits process.

All transfer students must complete at least twelve (12) semester credits towards degree of admission at PCC prior to graduation from the College. (Academic Policy (AP) 2-2018)

STUDENT MATRICULATION

Orientation and Advising

Testing Services

To ensure students will be placed in the right level courses, placement tests in English and mathematics are used to assess and place incoming students who:

- Have the status of First Time Student
- Have not been in college for the past two or more years and have not taken any PCC English or math course at the college level.
- Do not have scores from standardized tests, Scholastic Aptitude Test (SAT), American Collegiate Test (ACT), or Test of English as a Foreign Language (TOEFL)

Standardized test results will be used to place students in appropriate levels if available. Test scores should be current within two years and sent from official testing centers to the PCC Admissions and Records Office prior to enrollment. If standardized test results are not provided, PCC Placement Tests will be utilized to place students.

Students who wish to retest may do so only after one year of prior placement test results. Students who choose to take the PCC Placement tests rather than use standardized test results may also do so.

Placement test scores over five years may be counted if the student chooses rather than retesting, provided there have been no major changes to the placement tests. Should there be any major changes or replacement of placement tests, students will be required to be tested with placement tests currently in place prior to enrollment into courses. (Academic Policy (AP) 3-2019)

Student Orientation

All new and transfer students accepted 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, financial aid, and all other college support services. 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 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 at (680) 488-3036.

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 Office of Admissions & 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 regular registration period 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 students need financial aid to cover their college costs, they must complete all the financial aid requirements and acquire a financial aid clearance from the Office of Financial Aid prior to proceeding to the business office for the final clearance of registration.

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

Registering For Overload

Students who wish to register for more than eighteen (18) semester credits during a 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 or from credit to audit.

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 Admissions & Records Office.

No Show Policy (Never Attend)

A student who has registered for a course but did not attend the first ten (10) days of instruction will be reported to the Director of Financial Aid and the student's advisor. The student will be officially withdrawn from the course by the student's advisor. The student will not be allowed to be reinstated to the course.

Dropping/Adding Courses

In order to officially drop or add a course(s), a student must complete a Drop/Add Form at the Admissions & Records Office. At the end of the Drop/Add period, students will be charged a full 100% of all fees based on enrollment list from the Registrar. Students who stopped going to class and failed to complete a Drop/Add form will be charged for that course. 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 Admissions & Records Office.
3. Consult with academic advisors & obtain approval of the requested change.
4. Present the Drop/Add Form to the Admissions & Records Office 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 technical education 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 Admissions & Records Office. 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
I	Incomplete	
CP	Continuous Progress	
W	Withdrawal	
AU	Audit	

Incomplete (I)

An Incomplete (I) grade can be provided to a student in good standing when a student has satisfactorily completed 75 percent or more of the academic course work required by the course/instructor, but the student is unable to complete the remaining required academic work because of circumstances beyond the student's control. An "I" grade awarded to a student because of an unforeseeable emergency with justifiable reasons is only applicable until the following dates:

- Fall semester Incompletes – April 30th deadline
- Spring semester Incompletes – September 30th deadline
- Summer semester Incompletes – November 30th deadline

Continuous Progress (CP)

A Continuing Progress (CP) grade can be assigned to a student who has attended a class regularly and has made reasonable effort toward improvement but is yet to demonstrate proficiency level because of academic difficulty. The course instructor will identify required academic work for the student to complete that should demonstrate passing level of proficiency. A "CP" grade is only awarded to a student who at the end of the course receives a grade that is between the grade point average of 60% - 69% due to academic difficulty. The "CP" grade awarded to a student because of academic difficulty is only applicable until the following dates:

- Fall Semester "CP" – May 30th
- Spring Semester "CP" – October 30th
- Summer Session "CP" – December 30th

Withdrawal (W)

A "W" grade denotes withdrawal from a course or from the college during the withdrawal period. The withdrawal deadline is ***the last day of instruction on the week before the last week of instruction***. This would make the date for fall and spring semesters to be the ***last day of instruction on the 14th week of each semester.***

The last day of withdrawal for the summer sessions will depend on when the summer session begins and the duration of the session. However, it will be ***the last instructional day of the week prior to the last week of instruction.***

Courses dropped after the Drop/Add period will be assigned a "W" on the academic record if it is within the withdrawal deadline. 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. Students auditing courses will receive an AU. Under no circumstances will a "W" grade be issued after the withdrawal deadline

In addition to students voluntarily withdrawing themselves from courses, the College also has an ***Instructional Withdrawal policy***. A student who is absent for two consecutive instructional weeks within a semester without any formal/official communication to his/her instructor or academic advisor regarding his/her absences will be officially withdrawn from the course and receive a grade of W. No reinstatement of any student is allowed. See Academic Policy - Attendance (AP) 1-2018.

Note: No withdrawal from a course or the college is considered to be official unless the proper form has been completed, submitted, signed and processed by the Admissions & Record's Office during the withdrawal period.

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

Change of Grade (letter-grade)

After grades have been submitted to the Admissions & Records Office, 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 Admissions & Records Office 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 Admissions & Records Office. The request must be submitted with supporting documents. The Admissions & Records Office must receive a written request with supporting documents within ten (10) working days within ten (10) working days after the submission of grades. The Admissions & Records Office will forward the request with supporting documents to the chair of the Student Review Board for further action.

Validity of Records

Grades 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.

Time Limit for Course work and Placement Test Scores

Returning students may request credit for course credits already earned. However, in areas of study in which the subject matter changes rapidly, such as with technology, material in courses taken 5 years or longer may become obsolete or irrelevant Coursework that is more than five (5) years old is applicable to completion of degree requirements at the discretion of the academic department/program of the student's major course of study. Academic department/program faculty may accept such coursework, reject it or request that the student revalidate its substance. Academic department/program faculty may also require students to satisfy current major requirements rather than major requirements in earlier catalogs, when completing earlier requirements is no longer possible or is educationally unsound. Such course requirements may have been deleted from the program or department or been greatly revised due to changes in the technical or academic areas of study.

Standardized test results will be used to place students in appropriate levels if available. Test scores should be current within two years and sent from official testing centers to the PCC Admissions and Records Office prior to enrollment.

If standardized test results are not provided, PCC Placement Tests will be utilized to place students. Students who wish to retest may do so only after one year of prior placement test results. Students who choose to take the PCC Placement tests rather than use standardized test results may also do so.

Placement test scores over five years may be counted if the student chooses rather than retesting, provided there have been no major changes to the placement tests. Should there be any major changes or replacement of placement tests, students will be required to be tested with placement tests currently in place prior to enrollment into courses.

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 one lecture hour is one credit; 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 Admissions & Records Office. Students shall assume the responsibility of reporting all errors on their report cards to the Admissions & Records Office 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 Admissions & Records Office.

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 Admissions & Records Office 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 Admissions & Records Office.
2. Obtain the signature of the current Academic Advisor
3. Obtain the signature of the Director of Student Life
4. Submit the form to the Admissions & Records Office

Double Major

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

1. Have a Minimum GPA of 3.0 at PCC
2. Obtain the signature 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.

A student who is absent for two consecutive instructional weeks within a semester without any formal/official communication to his/her instructor or academic advisor regarding his/her absences with be officially withdrawn from the course and receive a grade of W.

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.

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 Admissions & Records Office. 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 Automotive Technology, Community and Public Health, Education, Environmental/Marine Science, Liberal Arts, Nursing, 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 training.

Students who are employed may fulfill the internship requirement at their place of employment provided the work duties fulfill program study coursework and their supervisors agree to supervise such course. Students must enroll in the internship course and fulfill the required hours. Supervisors will be required to complete all paperwork associated with the internship course.

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). In case of a tie, student academic records will be reviewed based on number of years to complete the program and number of courses repeated.

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.

Confirmation is made by the Registrar.

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 Association 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 Admissions & Records Office. 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 Admissions & Records Office.

Transcript Request

Students may request copies of their academic record (transcript) at the Admissions & 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 charged for a rush copy (1 day). The transcript request form is also available on the PCC website: pcc.palau.edu

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.

If students need financial aid to cover their college costs, they must complete all the financial aid requirements and acquire clearance from the Financial Aid Office prior to proceeding to the business office for the final clearance for the registration.

Students who are citizens of the Freely Associated States (RMI, FSM, & Palau), and U.S.A. 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 semester.

Charges

Resident Tuition:	Fall Semester 2020	$ 120.00 per credit
	Spring Semester 2021	$ 130.00 per credit
Non-Resident Tuition:	Fall Semester 2020	$ 130.00 per credit
	Spring Semester 2021	$ 140.00 per credit

Fees:

Registration Fee	$ 15.00 per semester
Health Fee	$ 20.00 per semester

Activity Fee ..... $ 45.00 per semester
Instructional Support Fee ..... $ 150.00 per semester
Distance Education Fee ..... $ 25.00 per credit
Technology Fee ..... $ 75.00 per semester
Diving Courses ..... … $ 600.00 or charge may vary
Shop Tools ..... $ 225.00 or cost may vary
Readmission Fee ..... $ 10.00
Late Registration Fee ..... $ 10.00 per semester
Application Fee (nonrefundable) ..... $ 10.00
Transcript Fee ..... $ 3.00 each
Transcript Rush Order (same day) ..... $ 5.00
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, $ 25.00 for non-participants
Late Payment ..... 1-1/2% per month on unpaid balance

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 ..... $ 588.00
Summer Session ..... $ 280.00

Board:

Regular Semester:

On Campus

$ 1,102.50 (3 meals a day, 7 days a week).

Off Campus:

Plan I $ 200.00 (one meal a day, 5 days a week, lunch only, Monday through Friday

Plan II $ 400.00 (2 meals a day, 5 days a week, Monday through Friday).

Summer Session:

On Campus

$ 525.00 (3 meals a day, 7 days a week).

Off Campus:

Plan I $ 87.50 (one meal a day, 5 days a week, lunch only

Plan II $ 175.00 (two meals a day, 5 days a week).

Notes:

Tuition and Fees will be fully charged (100%) based on the final enrollment list from the Registrar after the last day of Drop/Add period.

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

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, instructional support fees, technology fees, distance education 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 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 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.

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.

The above fees and charges must be paid in full each semester before students are allowed to register/enroll during the succeeding semester. The college will honor prearranged and preapproved payment plans.

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 Admissions & 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.

Students attending PCC on totally funded grants-in-aid will not receive a cash refund. Any 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
- Withholding of Degree

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 partially eligible or not eligible for US Federal Student Aid. A tuition reduction of 50% for all college employees' dependents who are partially eligible or not eligible for US Federal Student Aid is also available.

BOOKSTORE

MISSION STATEMENT

PCC Bookstore is dedicated to support academic programs by providing students, faculty, and staff needed educational resources to promote learning and success.

The PCC Bookstore offers a full line of academic textbooks, college brand apparel, academic supplies, snacks, and pre-packed lunches to students and community visitors.

SPECIAL PROGRAMS

Penn Foster: Career School

Penn Foster 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 Penn Foster, the following are some of the programs available through Palau Community College:

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

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 degree 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.

For detailed information about the above programs, please contact Academic Affairs Office at (680) 488-2470/2471 ext.246 or email:

DEGREES

The College offers degrees in twenty one 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

Catalog year determines the set of academic requirements that must be fulfilled for completion of a certificate or a degree program. Students complete a program under the catalog in effect at the time of their initial enrollment as a certificate or degree-seeking student, provided they maintain continuous enrollment.

Students who are returning to the college after an absence of one or more regular semesters are no longer considered continuously enrolled, and must meet requirements of the catalog in effect at the time they return. These students will have the registration status of Returning Student.

Students are not obligated to enroll and earn course credit during summer terms, but summer enrollment may be used to maintain continuous enrollment status. Students who return during a summer term after an absence must follow the requirements of the catalog in effect for the following fall semester.

Should it become necessary for the college to close a degree program, before terminating such degree program, every reasonable effort will be made to allow students near completion to complete their degree program. Students will be provided advising assistance with respect to their academic program options. Students will be notified of program closure and timing for phasing out programs.

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 career/technical 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 12 programs:

Agricultural Science (AG)
Air Conditioning and Refrigeration (AC)
Automotive Technology (AT)
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**:**

AAS

1. Be a high school or adult high school graduate with a minimum cumulative grade point average of 2.0; OR possess a HiSET diploma with a minimum score of 450 on all five sections, OR

2. Be a currently enrolled student with a minimum cumulative grade point average of 2.0.

Note: **NU applicants** must have Hepatitis B immunization prior to the beginning of clinical experience.

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 56-81.

2. Satisfactory completion of at least 16 (10 for NU and 13 for ET) credits in General Education including Core Requirements (See program listings for required courses):

   a. English - 3 credits minimum from EN100, EN112 or CO 110 (See individual programs for specific course requirements.)

   b. Quantitative - MA 100, MA101, MA103 or ET103 (See individual programs for specific course requirements).

   c. Natural Science - 4 credits minimum from any of the following: AG111, SC103, 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: 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, 201, 203, 209, 229; 259, MU 100, 102, 106; PW 101, 119. (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. **Have a grade of C or better in each other required course.**

7. **Residency:** Final 12 credits must be taken on PCC campus

8. **File an application for graduation.** Refer to the "Application for Graduation" section of the catalog for complete details

9. **Fulfill all financial obligations to the College**

Note:

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

- Tour Services
- Hospitality Management

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

AS

1. Be a high school or adult high school graduate with a minimum cumulative grade point average of 2.5; OR possess a GED diploma with a minimum score of 450 on all five sections,

   OR

2. Be a currently enrolled student with a minimum cumulative grade point average of 2.5,

   OR

3. Have a TOEFL score of at least 500.

Note: **NU applicants** must have Hepatitis B immunization prior to the beginning of clinical experience.

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 56-81.

2. Satisfactory completion of at least 16 least 16 (10 for NU, and CPH, 13 for ET, 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. (MA103 for BA, CJ, CPH, NU, TH). (See individual programs for specific course requirements).

   c. Natural Science - 4 credits minimum from any of the following: AG111, SC103, SC 109, 110, 119, 120, 159A, 159B, 160, 161, 190, 205, 206, 209, 239, 249 & 270 (except ES, NU, & CPH). (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: 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, 201, 203, 209, 219, 229; MU 100, 102, 106; PW 101, 119. (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 & CPH). (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. **Have a grade of C or better in each other required course.**

7. **Residency:** Final 12 credits must be taken on PCC campus.

8. **File an application for graduation.** Refer to the "Application for Graduation" section of the catalog for complete details.

9. **Fulfill all financial obligations to the College**

Note:

The residency requirement may be waived for cause at the option of the Vice President of Education and Training.

Associate of Arts Degree

The Associate of Arts (AA) 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.

The College has Associate of Arts curricula in the following 2 programs:

1. Liberal Arts Program (LA)
2. Science Technology Engineering Mathematics Disciplines (STEM)

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

AA

1. Be a high school or adult high school graduate with a minimum cumulative grade point average of 2.5; OR possess a GED diploma with a minimum score of 450 on all five sections, OR

2. Be a currently enrolled student with a minimum cumulative grade point average of 2.5,

   OR

3. Have a TOEFL score of at least 500.

Exit Requirements - To be granted the Associate of Arts degree, steps 1 – 5 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** - minimum from the following courses:

      Liberal Arts program – 9 credits minimum from EN114, 189, and 219

      STEM Program – 6 credits from EN112 and 114.

   b. **Communication** **-–** minimum credits from the following courses:

      Liberal Arts Program - 9 credits from C0110, 201, 205 or 259 (3 credits must be from CO259)

      STEM program – no communication courses are required.

   c. **Quantitative –** minimum credits from following courses:

      Liberal Arts Program - 9 credits from MA110, 111, 112, 121

      STEM Program - 17 credits from MA105, 111, 112, 121, 221.

   d. **Natural Science** - minimum credits from the following courses:

      Liberal Arts Program - 8 credits from any of the following: AG 111, SC103, 109, 110, 119, 120, 159A, 159B, 160, 161, 190, 205, 206, 209, 249

      STEM Program - 20 credits from SC 119, 160, 161, 205, 206.

   e. **Humanities –** minimum credits from the following courses:

      Liberal Arts Program - 9 credits

      6 credits from any of the following: CH109, HI159, HI169, HI179, HI189, JP109, JP119, MU100, MU102, MU106; PH169. PW101, PW119, RE169, VA109

      3 credits from any of the following: HI209, HI259, JP209, JP219, PH249

(3 credits maximum from JP, PW or CH)

STEM Program - 3 credits from PH249.

f. **Social Science –** minimum credits from the following courses:

Liberal Arts Program – 10 credits

4 credits from the following: 1 credit from SS 100 and 3 credits from any of the following: SS 109, 119, 129, 149, 169, 179, 189

6 credits from the following: SS 201, 203, 209, 229, 259.

STEM Program - 1 credit from SS 100 and 3 credits from SS 109, 119, 129, 149, 169, 179, 189, 203, 209, 229, 259.

g. **Computer Technology –** minimum credits from the following courses:

Liberal Arts Program – 6 credits from IT100, 105, 110, 200, 215

STEM Program - 12 credits from IT100, 105, 110, 125.

h. **Health and Physical Education** - 2 credits minimum from any of the following: HP180, 181 or 185.

i. **Electives** – minimum credits from the following courses:

Liberal Arts Program - 3 credits from any letter-graded course numbered 100 or above not taken to fulfill program requirements or prerequisites and excluding internships, field studies, and practicums.

STEM program – no electives are required.

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**

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/her advisor and submitted to CPC and the Dean of Academic Affairs for review and approval. Each program curriculum is not official unless it is approved.

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

ATS

1. Be a high school or adult high school graduate with a minimum cumulative grade point average of 2.5; OR possess a GED diploma with a minimum score of 450 on all five sections, OR

2. Be a currently enrolled student with a minimum cumulative grade point average of 2.5;

   OR

3. Have a TOEFL score of at least 500.

Exit Requirements - To be granted the Associate of Technical Studies degree, the following must be fulfilled:

1. Satisfactory completion of the required number of credits from the customized curriculum.

2. **Have a cumulative GPA of at least 2.0**.

3. **A grade of C or better in each specialty course is also required**.

4. **Residency**: Final 12 credits must be taken on PCC campus.

5. **File an application for graduation**. Refer to the "Application for Graduation" section of the catalog for complete details.

6. **Fulfill all financial obligations to the College**.

Note:

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 employable skills/knowledge or for the pursuit of a higher education in the field of agricultural science.

At the completion of the program, students will be able to:

1. Develop competent agricultural skills with ethical standards in their commitment to develop their respective agricultural economy.
2. Demonstrate scientific knowledge and technical skills of prospective entrepreneurs.
3. Recognize the value and awareness in preserving diversities of the environment and be cognizant to the principles of preservation.
4. Effectively deliver relevant extension services to their respective communities providing quality services and assistance to the agricultural sectors.

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	3
			16
Required 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
AG	223	Internship	4
			40
Other Required Courses:			
IT	100	Computer Literacy	3
SE	113	2 & 4 Cycle Engines	3
			6
		Total Credits Required	62

Associate of Science

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	3
			16

Required 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
AG	223	Internship	4
			40

Other Required Courses:

IT	100	Computer Literacy	3
SE	113	2 & 4 Cycle Engines	3
			6
		Total Credits Required	62

AIR CONDITIONING & REFRIGERATION (AC)

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

At the completion of the program, students will be able to:

1. Work as sales technician or manufacturer's representative.
2. Be employed as air conditioning and refrigeration service technicians in both government and private businesses.
3. Manage and operate own air conditioning and refrigeration service shops.

Associate of Applied Science

Required General Education Courses:

SS	100	Introduction to College	1
EN	100	English Reading and Writing	3
MA	100	Technical Mathematics	3
HP	181	First Aid/CPR	2
		SC Core	4
		SS/HUM Core	3
			16

Required 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	123	Automotive Air-conditioning	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
AC	223	Internship	4
			31

Other Required Courses:

BU	110	Introduction to Business	3
ET	111	Basic Electricity	4
IT	100	Computer Literacy	3
WE	110	Oxyacetylene	3
			13
		Total Credits Required	60

AUTOMOTIVE TECHNOLOGY (AT)

This program is designed to provide students with technical knowledge, skills and proper work habits/attitudes necessary for employment in the field of automotive technology. The program prepares the students to work and advance in their careers in positions such as automotive mechanics and parts counter salespersons.

At the completion of the program, students will be able to:

1. Service and repair engine components
2. Service and repair drive train components.
3. Service and repair automotive air conditioning components
4. Service and repair under chassis components.

Associate of Applied Science

Required General Education Courses:

SS	100	Introduction to College	1
EN	100	English Reading and Writing	3
MA	101	Math for Mechanics	3
HP	181	First Aid/CPR	2
SC	103	Introduction to Environmental Science	4
SS/HUM Core			3
			16

Required Program Courses:

AT	101	Vehicle Operation	2
AT	111	Drive Train Servicing	3
AT	112	Engine Servicing I	3
AT	113	Basic Automotive Electricity and Electronics	2
AT	121	Automotive Electricity	3
AT	122	Undercarriage Servicing	3
AT	125	Automotive Technology Service Learning I	2
AT	126	Engine Servicing II	3
AT	212	Electronic Engine Management	3
AT	213	Automotive Computer Control System	3
AT	221	Automotive Air Conditioning and Comfort Heating	3
AT	222	Automatic Transmission	3
AT	223	Electronically Controlled Transmission	3
AT	224	Traction Control	3
AT	229	Automotive Technology Service Learning II	2
			41

Other Required Courses:

AB	110	Auto Body Repair for Non-Majors	3
IT	100	Computer Literacy	3
WE	110	Gas Welding and Cutting	3
			9
		Total Credits Required	66

BUSINESS ACCOUNTING (BA)

This program is designed to provide students with knowledge, skills, and proper work habits/attitudes necessary for 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.

At the completion of the program, students will be able to:

1. **Accounting Procedures**: Apply accounting procedures and practices to prepare financial statement for profit and non-profit organizations.
2. **Communication Skills:** Apply computer skills and knowledge of accounting information system to support accounting function.
3. **Profit and Non-Profit Management:** Demonstrate the ability to perform accounting and financial management operations associated with business management and not for business organizations.
4. **Business Laws and Regulations:** Demonstrate better understanding of business laws and regulations associated with general business environment.
5. **Economic and Legal Issues/Critical Thinking:** Analyze economic and legal issues associated with government, business, and consumer environment.
6. **Professionalism:** Demonstrate professionalism in their work.

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	103	Introduction to Environmental Science	4
			16
Program Courses:			
BA	123	Applied Business Mathematics	3
BA	130	Accounting Principles I	3
BA	131	Accounting Principles II	3
BA	212	Intermediate Accounting I	3
BA	219	Intermediate Accounting II	3
BA	220	Government Accounting	3
BA	222	Computerized Accounting	3
BA	223	Internship	4
			25
Other Required Courses:			
BU	110	Introduction to Business	3
BU	159	Principles of Macroeconomics	3
BU	213	Basic Business Finance	3
BU	214	Introduction to Business Law	3
IT	100	Computer Literacy	3
MA	121	Elementary Statistics	3
OA	165	Workplace Ethics and Conduct	3
OA	211	Business Communication	3
			24
		Total Credits Required	*65*

BUSINESS ADMINISTRATION (BU)

This program is designed to provide students with knowledge, skills and proper work habits/attitudes necessary for entry/intermediate level positions in the field of business administration. In addition, the program provides a foundation for those interested in starting and managing a small business.

At the completion of the program, students will be able to:

1. Business Communications: Students will be able to effectively communicate business concepts and in writing to organizational stakeholders.
2. Business Ethics: Students will have an understanding of ethical perspectives, and an ethical and legal framework for decision making.
3. Problem Solving: Through active learning and experiential education, our students will acquire business knowledge and develop skills to analyze and solve complex managerial problems.
4. Information Technology: Student will be able to use information technologies to access, analyze, and report business information.
5. Awareness of culture, legal, economic, and political forces in business operations: Students will develop and awareness and understanding of the cultural, legal, economic, and geopolitical forces that import business operations in a global economy.
6. Critical Thinking: Students will be able to understand, analyze, and use the accounting/financial information generated by organization for their stakeholders, and will understand financial theories, analysis, and markets.

Associate of Science

Required General Education Courses:			
SS	100	Introduction to College	1
EN	112	Freshman Composition	3
MA	103	Basic Mathematics	3
HP Core			2
SC	103	Introduction to Environmental Science	4
SS/Hum Core			3
			16
Required Program Courses:			
BU	110	Introduction to Business	3
BU	120	Business Management	3
BU	158	Principles of Microeconomics	3
BU	159	Principles of Macroeconomics	3
BU	213	Basic Business Finance	3
BU	214	Introduction to Business Law	3
BU	219	Human Resources Management	3
BU	220	Marketing	3
BU	223	Internship	4
			28
Other Required Courses:			
BA	123	Applied Business Mathematics	3
BA	130	Accounting Principles I	3
BA	131	Accounting Principles II	3
IT	100	Computer Literacy	3
IT	105	PC Office Applications	3
OA	105	Customer Service Skills	2
OA	211	Business Communication	3
			20
		Total Credits Required	*64*

CRIMINAL JUSTICE (CJ)

This program is designed to provide students with knowledge, skills and proper work habits/attitudes necessary for employment or for the pursuit of a higher education in the field of criminal justice.

At the completion of the program, students will be able to:

1. Effectively and clearly apply the basic skills of writing, reading, and speaking in the criminal justice field.
2. Explain the history, organization, and functions of each of the agencies of the criminal justice system.
3. Explain the effects of substantive and procedural criminal law in the criminal justice system.
4. Demonstrate the knowledge and understanding of ethical conduct and appropriate work performance and approaches when dealing with crime, law, and administration of 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	103	Basic Mathematics	3
SC Core			4
			16

Required Program Courses:

CJ	109	Physical Fitness & Training	1
CJ	111	Introduction to Criminal Justice	3
CJ	113	Juvenile Justice	3
CJ	115	Police Patrol Operations	3
CJ	120	Introduction to Law Enforcement	3
CJ	121	Introduction to Corrections and Correctional Administration	3
CJ	122	Community Relations	3
CJ	200	Self-Defense I	1
CJ	201	Self-Defense II	1
CJ	203	Introduction to Criminology	3
CJ	204	Police Report Writing	3
CJ	211	Criminal Law and Criminal Procedure	3
CJ	212	Legal Aspects of Evidence	3
CJ	222	Introduction to Criminal Investigation	3
CJ	224	Internship	4
			40

Other Required Courses:

EN	100	English Reading and Writing	3
EN	109	Advanced Reading	3
IT	100	Computer Literacy	3
			9

	Total Credits Required	*65*

COMMUNITY AND PUBLIC HEALTH (CPH)

This Associate of Science Degree Program in Public Health is designed to provide students with knowledge and skills, necessary for employment or for pursuit of a higher education in the field of public health.

At the completion of this program, students will be able to:

1. Demonstrate understanding of public health and holistic health.
2. Understand the different disciplines of public health
3. Acquire skills and knowledge necessary for the field of public health.

Associate of Science

Required General Education Courses:

IT	100	Computer Literacy	3
OA	211	Business Communication	3
MA	103	Basic Mathematics	3
SS	100	Introduction to College	1
			10

Required Program Courses for COMMUNITY AND PUBLIC HEALTH:

CPH	101	Principles and Ethics of Public Health	3
CPH	105	Integrated Health Services Management	3
CPH	111	Principles of Epidemiology	3
CPH	121	Environmental Prevention and Control of Disease	3
CPH	131	Food and Nutrition in the Life Cycle	3
CPH	141	Principles of Health Promotion and Social Marketing	3
CPH	153	Principles of Social Health	3
CPH	162	Public Health Consequences of Disasters	3
CPH	212	Substance Abuse Control	3
CPH	213	Mental Health	2
CPH	222	Environmental Health	3
CPH	242	Communicable Diseases & Immunization	3
CPH	243	Family Health	2
CPH	244	Non Communicable Diseases-1	2
CPH	245	Non Communicable Diseases-2	2
CPH	253	Emergency Health	2
CPH	262	Epidemiological Surveillance and Public Health Information System	2
CPH	272	Social Health	3
CPH	299	Public Health Planning and Development	4
			52
		Total Credits Required	*62*

Required Program Courses for EMERGENCY HEALTH MANAGEMENT:

Required Program Courses:

CPH	101	Principles and Ethics of Public Health	3
CPH	105	Integrated Health Services Management	3
CPH	111	Principles of Epidemiology	3
CPH	121	Environmental Prevention and Control of Disease	3
CPH	131	Food and Nutrition in the Life Cycle	3
CPH	153	Principles of Social Health	3
CPH	162	Public Health Consequences of Disasters	3
CPH	163	Topics in Emergency Response	3
CPH	164	Emergency Health Planning and Exercises	3

CPH	165	Emergency Health Risk Management	3
CPH	213	Mental Health	2
CPH	222	Environmental Health	3
CPH	242	Communicable Diseases & Immunization	3
CPH	243	Family Health	2
CPH	244	Non Communicable Diseases-1	2
CPH	262	Epidemiological Surveillance and Public Health Information System	2
CPH	272	Social Health	3
CPH	299	Public Health Planning and Development	4
			51
		Total Credits Required	*61*

CONSTRUCTION TECHNOLOGY (CT)

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 students to work and advance in their careers in positions such as carpenters, masons, plumbers, private contractors, hardware store clerks, and other related construction work.

At the completion of this program, students will be able to:

1. Demonstrate blueprint reading skills in residential construction.
2. Demonstrate carpentry skills in residential construction.
3. Demonstrate masonry skills in residential construction.
4. Demonstrate plumbing skill in residential construction.
5. Demonstrate basic construction management skills in residential construction.

Associate of Applied Science

Required General Education Courses:

EN	100	English Reading and Writing	3
HP	181	First Aid/CPR	2
MA	100	Technical Mathematics	3
SS	100	Introduction to College	1
SC Core			4
SS/Hum Core			3
			16

Required 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
CT	222	Internship	4
			24

Other Required Courses:

AD	120	Introduction to Architectural Drafting	3
AD	210	Computer-Aided Drafting	3
BP	115	Blueprint Reading for Construction	3
BU	110	Introduction to Business	3
ET	110	Basic Electrical Wiring for Non-Majors	3
IT	100	Computer Literacy	3

MS	101	Basic Masonry/Concrete Work	3
PL	214	Residential Plumbing	3
			24

Total Credits Required *64*

EDUCATION (ED)

This program is designed to provide students with knowledge, skills and proper work habits/attitudes necessary for employment in this field. The program prepares students for positions such as classroom teachers (Palau/Micronesia) or for pursuit of a higher degree in the field of education.

At the completion of this program, students will be able to:

1. **Laws/Policies (K-12):** Define and apply federal, national, and educational laws within the context of family, work, community, environment and the world.
2. **Lesson Planning:** Prepare and produce a developmentally and age appropriate grammatically written lesson plan that employs multicultural, bilingual and socioeconomic perspectives.
3. **Assessment:** Assess pedagogical knowledge and skills applicable for both teacher-centered and learner-centered strategies by utilizing both quantitative and qualitative technology to support the diverse academic and developmental needs of students.
4. **Effective Teaching Techniques:** Demonstrate effective instructional practices that address the diverse needs and learning styles of each student.
5. **Classroom Management:** Employ appropriate strategies for classroom management and planning to design a physical, mental, and emotional environment conducive to the learning behavior of students.

Associate of Science

Required General Education Courses:

EN	112	Freshman Composition	3
MA	157	Mathematics and Numeracy Teaching	3
SS	100	Introduction to College	1
SS	119	Introduction to Psychology	3
HP	181	First Aid/CPR	2
SC	103	Intro to Environmental Science	4
			16

Required Program Courses for EARLY CHILDHOOD EDUCATION:

ED	110	Introduction to Teaching	3
ED	200	Integrating Digital Technology into Teaching/Learning	3
ED	202	Early Childhood Development	3
ED	203	Learning Through Play	3
ED	204	Teaching/Learning in Early Childhood Classrooms	3
ED	215	Mainstreaming Exceptional Individuals	3
ED	253	Diagnosis & Assessment in Education	3
ED	280	Multicultural Education	3
ED	290	Student Teaching - Early Childhood	4
			28

Other Required Courses:

EN	157	Teaching English to Speakers of Other Languages (TESOL)	4
EN	202	Introduction to Children's Literature	3
HI	189	Palauan History & Culture	3
IT	100	Computer Literacy	3
MU	139	Music for Early Childhood	3
			16

Total Credits Required *60*

Required Program Courses for ELEMENTARY EDUCATION:

ED	110	Introduction to Teaching	3
ED	200	Integrating Digital Technology into Teaching/Learning	3
ED	205	Teaching/Learning in the Elementary Classroom	3
ED	215	Mainstreaming Exceptional Individuals	3
ED	245	Reading in Content Areas	3
ED	253	Diagnosis & Assessment in Education	3
ED	280	Multicultural Education	3
ED	292	Student Teaching – Elementary Education	4
			25

Other Required Courses:

EN	157	Teaching English to Speakers of Other Languages (TESOL)	4
EN	200	Teaching English Effectively	3
HI	189	Palauan History & Culture	3
HP	103	Elementary PE	2
IT	100	Computer Literacy	3
MA	211	Math for Elementary Teachers	3
MU	149	Elementary Music	2
SS	201	Human Growth & Development	3
			23

Total Credits Required *64*

Required Program Courses for SPECIAL EDUCATION:

ED	110	Introduction to Teaching	3
ED	200	Integrating Digital Technology into Teaching/Learning	3
ED	215	Mainstreaming Exceptional Individuals	3
ED	219	Teaching Students with Special Needs	3
ED	245	Reading in Content Areas	3
ED	253	Diagnosis & Assessment in Education	3
ED	280	Multicultural Education	3
ED	291	Student Teaching – Special Education	4
			25

Other Required Courses:

EN	157	Teaching English to Speakers of Other Languages (TESOL)	4
EN	200	Teaching English Effectively	3
HI	189	Palauan History & Culture	3
IT	100	Computer Literacy	3
MA	211	Math for Elementary Teachers	3
SS	201	Human Growth & Development	3
			19

Total Credits Required *60*

Required Program Courses for SECONDARY EDUCATION:

ED	110	Introduction to Teaching	3
ED	200	Integrating Digital Technology into Teaching/Learning	3
ED	206	Teaching/Learning in the Secondary Classroom	3
ED	215	Mainstreaming Exceptional Individuals	3
ED	245	Reading in Content Areas	3
ED	253	Diagnosis & Assessment in Education	3
ED	280	Multicultural Education	3

Specialized Area Subjects – from each area 12

English- CO110, EN114, EN189 & EN200

Math- MA110, MA111, MA112, & MA121 **o**r MA 221
Social Sciences- HI 189, HI259, SS149 & SS259
Science –SC109, SC119, SC160 & SC239 **or** SC249

(Students who plan to teach in technical areas must earn their degrees from those areas.)

ED	293	Student Teaching – Secondary Education	4
			37

Other required courses:

EN	157	Teaching English to Speakers of Other Languages (TESOL)	4
IT	100	Computer Literacy	3
SS	201	Human Growth & Development	3
			10
		Total Credits Required	*63*

ELECTRICAL TECHNOLOGY (ET)

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 students to work and advance in their careers in positions such as electricians, electrical maintenance personnel or power distribution personnel.

At the completion of this program, students will be able to:
1. Be employable in power utility companies as linemen, power plant electricians, or maintenance personnel.
2. Install and maintain electrical wiring for residential buildings.
3. Install and maintain electrical wiring in commercial and industrial buildings.

Associate of Applied Science

Required General Education Courses:

CO	110	Introduction to Communication	3
SS	100	Introduction to College	1
HP	181	First Aid/CPR	2
SS/HUM Core			3
SC Core			4
			13

Required Program Courses:

ET	103	Mathematics for Electrical & Electronics	3
ET	111	Basic Electricity	4
ET	121	Electric Machines	4
ET	122	Residential Wiring	4
ET	210	Motor Controls and Sequential Controls	5
ET	211	Industrial/Commercial Wiring	4
ET	214	Grid Connected PV Systems, Design & Installation	4
ET	221	Electrical Estimating	3
ET	222	Internship	4
			35

Other required Courses:

BP	116	Blueprint Reading for Electricians	3
BU	110	Introduction to Business	3
EN	109	Advanced Reading	3

IT	100	Computer Literacy	3
			12
		Total Credits Required	*60*

ENVIRONMENTAL/MARINE SCIENCE (ES)

This program provides technical knowledge, skills and proper work habits/attitudes necessary for employment in this field. It also provides the option for employees in this field to improve their skills, and for pursuit of a higher education in the field of environmental/marine science.

At the completion of this program, students will be able to:

1. Apply appropriate scientific research methods to address environmental problems and issues by conducting laboratory and/ or field investigations individually, and as a member of an investigative team.
2. Provide and communicate, in written and oral formats, research-based recommendations to address environmental problems and natural phenomena to promote healthy environment, raise awareness of natural biodiversity of Palau and the region, and inspire sustainability in the Pacific Islands.
3. Use appropriate science knowledge and technology to quantitatively describe and analyze natural phenomena in our universe.

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			3
			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	190	Introduction to Marine Science	4
SC	239	Natural History of Palau	4
SC	249	Environmental Concepts and Issues	4
SC	270	Field Studies	4
			40

Other Required Courses:

EN	114	Advanced Composition	3
IT	100	Computer Literacy	3
MA	111	College Algebra	3
MA	121	Elementary Statistics	3
			12
		Total Credits Required	*64*

Note: The SC requirement under General Education is waived because this is a science program.
Recommended Course: TH104 – Open Water Dive

GENERAL ELECTRONICS TECHNOLOGY (GE)

This 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 in positions such as electronic technicians, assemblers, testers, parts counter salespersons, or operators of their own electronic parts distributor establishments or service and repair shops.

At the completion of this program, students will be able to*:*

1. Assemble and manufacture electronic circuits.
2. Service and repair electronic consumer products.
3. Service and repair industrial devices and control equipment.
4. Service and repair computers.

Associate of Applied Science

Required General Education Courses:			
EN	100	English Reading and Writing	3
ET	103	Mathematics for Electrical & Electronics	3
SS	100	Introduction to College	1
HP	181	First Aid/CPR	2
SC Core			4
SS/HUM Core			3
			16
Required Program Courses:			
GE	113	Computer Operating Systems	3
GE	114	Basic Electronics	3
GE	115	Electronic Tools, Test Instruments and Measurements	3
GE	116	Microcontroller	3
GE	124	Analog Circuits &Applications	3
GE	126	Principles of Electronic Communication Systems	3
GE	128	Robotic 1	3
GE	212	Robotic 2	3
GE	214	Audio Equipment Service and Repair	3
GE	215	Television Service and Repair	3
GE	217	Industrial Control Technology	3
GE	222	Video Systems Repair and Maintenance	3
GE	223	PC Assembly, Maintenance and Repair	3
GE	225	Internship	4
			43
Other Required Courses:			
IT	100	Computer Literacy	3
			3
		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			3
			16

Required Program Courses:

GE	113	Computer Operating Systems	3
GE	114	Basic Electronics	3
GE	115	Electronic Tools, Test Instruments and Measurements	3
GE	116	Microcontroller	3
GE	124	Analog Circuits and Applications	3
GE	126	Principles of Electronic Communication Systems	3
GE	128	Robotic 1	3
GE	212	Robotic 2	3
GE	214	Audio Equipment Service and Repair	3
GE	215	Television Service and Repair	3
GE	217	Industrial Control Technology	3
GE	222	Video Systems Repair and Maintenance	3
GE	223	PC Assembly, Maintenance and Repair	3
GE	225	Internship	4
			43

Other Required Courses:

ET	103	Mathematics for Electrical and Electronics	3
IT	100	Computer Literacy	3
			6
		Total credits Required	*65*

INFORMATION TECHNOLOGY (IT)

This 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.

At the completion of this program, students will be able to:

1. Plan, design, and develop a **computer program** demonstrating an understanding in the following: process of flowcharting programs, process of pseudocoding and documenting programs, process of writing computer programs using a programming language and applications, and the process of compiling and debugging programs.
2. Create various documents and files demonstrating a thorough understanding in using various **office applications** such as utilizing advance features of word-processing, presentation, spreadsheet, and database applications.
3. Propose, plan/design, and create a **web-based** project to demonstrate an understating in the process of writing project proposals, process of planning and designing web-based applications, different web supported programming languages, process of uploading and managing web applications, and an understanding in computer networking and protocols.
4. Propose, plan/design, and create a computer network to demonstrate an understating in the process of identifying different hardware, determining hardware compatibility, process of planning and designing computer **networks**, and the process of **troubleshooting** networking and other computer related problems.
5. Propose, plan/design, and create a **database** to demonstrate an understanding in the basic principles of database design including the development of data models, establishment of entity relationships, determine appropriate degree of normalization, identify and design special keys, and addressing access and security concerns.

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			4
			16

Required Program Courses:

IT	100	Computer Literacy	3
IT	105	PC Office Applications	3
IT	110	Intro to Programming	3
IT	115	Operating Systems and Networks	3
IT	120	Database Management Systems	3
IT	125	Programming I	3
IT	200	Intermediate PC Office Applications	3
IT	205	Programming II	3
IT	215	Web Management & Design	3
IT	217	Special Topics in Information Technology I	1
IT	218	Special Topics in Information Technology II	1
IT	220	Computer Maintenance and Troubleshooting	3
IT	222	Instructor Directed Practicum **OR**	
IT	223	Internship	4
			36

Other Required Courses:

CO	110	Intro to Communication	3
EN	114	Advanced Composition	3
EN	109	Advanced Reading	3
MA	111	College Algebra	3
MA	121	Elementary Statistics	3
			15

	Total Credits Required	*67*

LIBRARY AND INFORMATION SERVICES (LS)

This program is designed to provide students with knowledge, skills and proper work habits/attitudes necessary for employment in the field of library and information services. The program prepares students to work and advance in their careers in areas such as libraries, special libraries, archives, museums, and other information-based professions.

At the completion of this program, students will be able to:

1. Communicate effectively for a range of tasks, both oral and written, including interpretation of patron information needs, successful instruction in the use of library materials and clear explanations of policies and procedures.
2. Use critical thinking skills to identify relevant information and materials for a range of tasks, including library resources for research use, selection of new materials and evaluation of dated materials.
3. Describe library materials uniquely and organize these to assist in their identification, control, retrieval and use.
4. Use technology skills for effective and efficient library management.
5. Demonstrate management skills for efficient library operations, contributing to the development of appropriate goals, objectives and policies, effective recruitment and appraisal, and identification of funding sources.

Associate of Applied Science

General Education Courses:

SS	100	Introduction to College	1
EN	112	Freshman Composition	3

MA	103	Basic Mathematics	3
HP Core			2
SS/HUM Core			3
SC Core			4
			16

Required Program Courses:

LS	102	Intro to Library Organization	2
LS	105	Intro to Information Resources	1
LS	110	Research Methods and Reference Assistance	3
LS	115	Micronesia Pacific Information Resources	3
LS	120	Library Media Technology	3
LS	125	Book Repair & Preservation of Materials	3
LS	202	Materials Selection, Cataloging and 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	1
LS	225	Internship	4
			29

Other Required Courses:

CO	110	Introduction to Communication	3
EN	109	Advanced Reading	3
EN	202	Introduction to Children's Literature	3
IT	100	Computer Literacy	3
IT	105	PC Office Applications	3
			15

	Total credits required	*60*

Associate of Science

General Education Courses:

SS	100	Introduction to College	1
EN	112	Freshman Composition	3
MA Core			3
HP Core			2
SS/HUM Core			3
SC Core			4
			16

Required Program Courses:

LS	102	Intro to Library Organization	2
LS	105	Intro to Information Resources	1
LS	110	Research Methods and Reference Assistance	3
LS	115	Micronesia Pacific Information Resources	3
LS	120	Library Media Technology	3
LS	125	Book Repair & Preservation of Materials	3
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	1
LS	225	Internship	4
			29

Other Required Courses:

CO	110	Introduction to Communication	3
EN	114	Advanced Composition	3
EN	202	Intro to Children's Literature	3

IT	100	Computer Literacy	3
IT	105	PC Office Applications	3
IT	215	Web Management & Design	3
			18
		Total credits required	*63*

NURSING (NU)

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 students to work and advance in their careers or for the pursuit of a higher education in the field of nursing.

At the completion of this program, students will be able to:

1. Provide care based on the nursing process.
2. Demonstrate verbal and written communication skills in the classroom and the work place.
3. Demonstrate the principles of asepsis and safety.
4. Practice within legal and ethical parameters.
5. Demonstrate entry-level competencies and responsibilities when performing nursing skills/care.
6. Apply critical thinking skills in the classroom and in the work place.

Associate of Applied Science

Required General Education Courses:

EN	112	Freshman Composition	3
MA	103	Basic Mathematics	3
SS	100	Introduction to College	1
SS	189	Intro to Cultural Anthropology	3
			10

Required 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
			31

Other Required Courses:

EN	109	Advanced Reading	3
IT	100	Computer Literacy	3
SC	159A	Anatomy & Physiology I	4
SC	159B	Anatomy & Physiology II	4
SS	119	Intro to Psychology	3
SS	201	Human Growth & Development	3
			20
		Total Credits Required	*61*

Associate of Science

Required General Education Courses:			
EN	112	Freshman Composition	3
MA	103	Basic Mathematics	3
SS	100	Introduction to College	1
SS	189	Intro to Cultural Anthropology	3
			10
Required Program Courses:			
NU	102	Basic Nursing Concepts	4
NU	103	Child Health Nursing 1	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
			39
Other Required Courses:			
EN	109	Advanced Reading	3
EN	114	Advanced Composition	3
IT	100	Computer Literacy	3
SC	159A	Anatomy & Physiology 1	4
SC	159B	Anatomy & Physiology II	4
SC	209	Microbiology	4
SS	119	Intro to Psychology	3
SS	201	Human Growth & Development	3
			27
		Total Credits Required	*76*

OFFICE ADMINISTRATION (OA)

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 students to work and advance in entry level and intermediate positions such as clerks, receptionists, and secretaries.

At the completion of this program, students will be able to:

1. Demonstrate proper attitudes and behaviors that will help students enter, perform and progress rapidly in a business environment.
2. Communicate clearly, concisely, and correctly in spoken and visual form as expected from a supporting staff & administrative professional.
3. Maintain records to ensure organized electronic and proper records for the workplace.
4. Prepare accurate business documents by a specified deadline using available computer technology.
5. Keep accurate bookkeeping records for the workplace.

Associate of Applied Science

Required General Education Courses:

SS	100	Introduction to College	1
EN	112	Freshman Composition	3
MA	103	Basic Mathematics	3
SC	103	Introduction to Environmental Science	4
HP Core			2
SS/HUM Core			3
			16

Required Program Courses:

OA	105	Customer Service Skills	2
OA	110	Introduction to Office Skills	2
OA	112	Filing Systems & Record Management	3
OA	165	Workplace Ethics and Conduct	3
OA	210	Document Processing	3
OA	211	Business Communication	3
OA	220	Administrative and Office Management	3
OA	221	Office Procedures	3
OA	222	Internship	4
			26

Other Required Courses:

BA	123	Applied Business Mathematics	3
BA	130	Accounting Principles I	3
BU	110	Introduction to Business	3
IT	100	Computer Literacy	3
IT	105	PC Office Applications	3
IT	200	Intermediate PC Office Applications	3
			18

	Total Credits Required	*60*

PALAUAN STUDIES (PW)

This program is designed to provide students with technical knowledge, skills and proper work habits/attitudes necessary for employment or for pursuit of a higher education in this field. The program prepares students to work and advance in their careers in areas such as Pacific Island Studies, anthropology, art, music, education, urban and regional planning.

At the completion of this program, students will be able to:

1. Understand and describe the evolution of the Palauan language, arts and literature.
2. Understand the culture and analyze the changes that have taken place over time.
3. Understand the leadership change from traditional to democratic and evaluate the relationship between the two.
4. Understand and analyze Palauan family and community structure and the social changes.

Associate of Applied Science

Required General Education Courses:

SS	100	Introduction to College	1
EN	112	Freshmen Composition	3
MA Core			3
SS	179	Intro to Social Anthropology	3

SC	239	Natural History of Palau	4
HP Core			2
			16

Required Program Courses:

PW	105	Intro to Genealogy	3
PW	119	Advanced Palauan Grammar	3
PW	189	Palauan Literature	3
PW	223	Economy of Palau	3
PW	225	Palauan Government: Evolution	3
PW	227	Constitution of Palau	3
PW	240	Field Studies: Traditional Field Application	4
			22

Other Required Courses:

EN	114	Advanced Composition	3
EN	219	Research Methods/Field Ethnography	3
HI	189	Palauan History & Culture	3
IT	100	Computer Literacy	3
SC	249	Environmental Concepts and Issues	4
SS	189	Intro to Cultural Anthropology	3
SS	229	Contemporary Social Problems	3
			22
		Total Credits Required	*60*

SMALL ENGINE AND OUTBOARD MARINE TECHNOLOGY (SE)

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 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.

At the completion of this program, students will be able to:

1. Be employable in the field of Small Engine and Outboard Marine Technology.
2. Demonstrate skills in diagram reading and testing.
3. Demonstrate skills in boat fitting and rigging.
4. Manage and operate their own service shops.
5. Demonstrate skills in diagnosing and repairing small engines and outboard motors.

Associate of Applied Science

Required General Education Courses:

SS	100	Introduction to College	1
EN	100	English Reading and Writing	3
MA	101	Math for Mechanics	3
HP	181	First Aid/CPR	2
SC Core			4
SS/HUM Core			3
			16

Required 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 and 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	Advanced Maintenance and Repair	2
SE	222	Diagram Reading & Testing	3
SE	223	Internship	4
			33

Other Required Courses:

BU	110	Introduction to Business	3
IT	100	Computer Literacy	3
OA	105	Customer Service Skills	2
WE	110	Gas Welding and Cutting	3
			11
		Total Credits Required	*60*

TOURISM AND HOSPITALITY PROGRAM (TH)

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 students to work and advance in their careers in positions or management in the areas of Tour Services, Food and Beverage Operations, Hotel Operations, and Hospitality Management.

At the completion of this program, students will be able to:

1. **Career Search:** Students will identify career paths and positions leading to his/her choice of major in the tourism and industry. (Food & Beverage, Hotel Management, Hotel Operations, and Tour Services)
2. **Work Ethics:** Students will recognize, understand, and practice all aspects of workplace performance; will be involved in performing individual tasks, managing a range of different tasks, responding to contingencies or breakdowns, and dealing with responsibilities of the workplace, including working with others; and be able to apply relevant skills, knowledge, and attitudes consistently—such skills are learned over time and are required in the workplace environment.
3. **Communication Skills:** Students will demonstrate an understanding of importance of excellent customer service skills; describe communication process, and the skills required to interact and communicate effectively with customers.
4. **Safety & Security:** Students will be able to identify and describe the Occupational Health and Safety Act (OSHA) regulations and demonstrate safety practices.
5. **Application:** Students will practice and demonstrate knowledge and skills of accommodations with hoteliers, catering and hosting meetings, functions, and events. Students will also plan and design tours based on nature, culture, and historical activities in Palau for tourists.

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 **OR**	
HI	209	History of Micronesia II **OR**	
HI	189	Palauan History & Culture	3
MA	103	Basic Mathematics	3
SC	103	Introduction to Environmental Science	4
HP	181	First Aid/CPR	2
			16

Required Program Courses for FOOD AND BEVERAGES:

TH	100	Intro to Tourism & Hospitality	3
TH	101	Food Production & Sanitation	3
TH	118	Baking	3
TH	201	Dining Room and Beverage Operations	3
TH	218	F & B Cost Control & Purchasing	3
TH	223	Internship	4
			19

Other Required Courses:

BA	130	Accounting Principles I	3
BU	110	Introduction to Business	3
EN	112	Freshman Composition	3
IT	100	Computer Literacy	3
IT	105	PC Office Applications	3
JP	109	Conversational Japanese I	3
JP	119	Conversational Japanese II	3
HP	180	Personal & Social Health	3
HP	185	Basic Nutrition	3
OA	105	Customer Service Skills	2
			29

		Total Credits Required	*64*

Program Courses for HOTEL OPERATIONS:

TH	100	Intro to Tourism & Hospitality	3
TH	101	Food Production & Sanitation	3
TH	201	Dining Room and Beverage Operations	3
TH	210	Housekeeping Management	3
TH	215	Front Office Operations	3
TH	217	Hotel Security and Facilities Management	3
TH	218	Food & Beverage Cost Control and Purchasing	3
TH	224	Internship	4
			25

Other Required Courses:

BA	130	Accounting Principles I	3
EN	112	Freshman Composition	3
IT	100	Computer Literacy	3
IT	105	PC Office Applications	3
JP	109	Conversational Japanese I	3
JP	119	Conversational Japanese II	3
HP	180	Personal & Social Health	3
OA	105	Customer Service Skills	2
			29

		Total Credits Required	*64*

Required 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	206	Advanced Open Water Dive	1
TH	225	Internship	4
			13

Other Required Courses:

BA	130	Accounting Principles I	3

CH	109	Conversational Chinese-Mandarin	3
CO	205	Intercultural Communication	3
EN`	112	Freshman Composition	3
HI	189	Palauan History & Culture	3
HP	180	Personal & Social Health	3
IT	100	Computer Literacy	3
JP	109	Conversational Japanese I	3
JP	119	Conversational Japanese II	3
OA	105	Customer Service Skills	2
OA	211	Business Communication	3
SC	239	Natural History of Palau	4
			36
		Total Credits Required	*65*

Associate of Science

Required General Education Courses:

SS	100	Introduction to College	1
EN	112	Freshman Composition	3
MA	103	Basic Mathematics	3
HP	181	First Aid/CPR	2
SC	103	Introduction to Environmental Science	4
HI	189	Palauan History & Culture **OR**	
HI	179	History of Micronesia I **OR**	
HI	209	History of Micronesia II	3
			16

Required 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	206	Advanced Open Water Dive	1
TH	222	Managing for Quality in the Hospitality Industry	3
TH	226	Internship	4
			16

Other Required Courses:

BA	130	Accounting Principles 1	3
BU	219	Human Resources Management	3
BU	220	Marketing	3
CH	109	Conversational Chinese-Mandarin	3
CO	110	Introduction to Communication	3
CO	205	Intercultural Communication	3
IT	100	Computer Literacy	3
JP	109	Conversational Japanese I	3
JP	119	Conversational Japanese II	3
OA	105	Customer Service Skills	2
SC	239	Natural History of Palau	4
			33
		Total Credits Required	*65*

Program Courses for HOSPITALITY MANAGEMENT:

TH	100	Intro to Tourism and Hospitality	3
TH	101	Food Production and Sanitation	3
TH	201	Dining Room and Beverage Operation	3

TH	210	Housekeeping Management	3
TH	215	Front Office Operations	3
TH	217	Hotel Security and Facilities Management	3
TH	218	F & B Cost Control and Purchasing	3
TH	222	Managing for Quality in the Hospitality Industry	3
TH	227	Internship	4
			28

Other Required Courses:

BA	130	Accounting Principles I	3
BU	219	Human Resources Management	3
BU	220	Marketing	3
IT	100	Computer Literacy	3
JP	109	Conversational Japanese I	3
JP	119	Conversational Japanese II	3
OA	105	Customer Service Skills	2
			20
		Total Credits Required	*64*

LIBERAL ARTS PROGRAM (LA)

This program is designed for 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.

At the completion of this program, in each area, students will be able to:

7. **Critical Thinking and Problem Solving**: Analyze and solve problems by using informed judgment based on evidence, sound reasoning, and/or creativity to differentiate facts from opinions and to specify solutions and their consequences.
8. **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.
9. **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.
10. **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.
11. **Civic responsibility**: Apply the principles of civility and morality to situations in the contexts of a healthy family, work, community, environment and world.
12. **Aesthetics**: Apply numerous means of inquiry to experience and appreciate the values of arts and nature.

Associate of Arts

Program Courses:

English: **9**

From the following courses:
EN 114, EN189 and EN219

Quantitative: **9**

From the following courses:
MA110, MA111, MA112, MA121, MA221

Natural Sciences: **8**

From the following courses:
AG111, SC103, SC l09, SC110, SC119, SC120, SC159A, SC159B, SC160, SC161, SC190, SC205, SC206, SC209, SC249

Humanities: **9**

Minimum credits from the following:
6 credits from CH109, HI159, HI169, HI179, JP109, JP119, MU100, MU102, MU106, PH169, PW101, PW119, RE169, VA109,
3 credits from PH249, HI209, HI259, JP209, JP219 (3 credits maximum from JP or PW)

Social Science: **10**

Minimum credits from the following:
4 credits: 1 credit must be from SS100 and 3 credits from any of the following: SS109, SS119, SS129, SS149, SS169, SS189,
6 credits: SS201, SS203, SS209, SS229, SS259

Communications: **9**

From the following courses:
CO110, CO201, CO205, CO259 (3 credits must be from CO 259)

Computer Tech: **6**

From the following courses:
IT100, IT105, IT110, IT200, IT215

Health and Physical Education: **2**

From the following courses:
HP180, HP181, HP185

Electives: **3**

From any letter-graded course numbered 100 or above not taken to fulfill program requirements or prerequisites and excluding internships, field studies, and practicums.

Total Credits Required *65*

STEM DISCIPLINES (SD)

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

At the completion of this program, students will be able to:

1. Apply the concepts of physics and chemistry to constructing and understanding modern technological devices; describe and differentiate the fundamental topics of classic physics and modern quantum physics.
2. Experiment and test hypotheses using modern laboratory techniques.
3. Develop various files utilizing different computer applications including word processing, spreadsheet, database, and presentation programs.
4. Plan, design, develop, and implement a syntactically and logically correct computer program.

5. Express a general understanding of the different areas of mathematics and how they interrelate, facilitate the importance of mathematics in a scientifically oriented society, develop classical theorem-proven skills, and apply mathematical reasoning to construct proofs.
6. Solve problems using variety of techniques, including algebraic, numerical and spatial reasoning through visualization and read, write, translate, and articulate math related materials

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			2
SS Core			3
			19

Required Program Courses:

IT	105	PC Office Applications	3
IT	110	Introduction to Programming	3
IT	125	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	4
			39

Other Required Courses:

EN	114	Advanced Composition	3
IT	100	Computer Literacy	3
			6

Total Credits Required	*64*

CERTIFICATES

The College offers certificate programs 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.

Entrance Requirement:

Apply and be accepted for admission into a chosen program.

REQUIREMENTS FOR CERTIFICATES

Certificate of Completion

The Certificate of Completion (CC) is a college credential awarded to students who have successfully completed designated technical 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 the current PCC certificate offerings:

AGRICULTURAL SCIENCE

General Agriculture

The certificate program is designed to provide students with a broad understanding of the science and practices of crop and animal productions. It aims to improve the knowledge of students in general animal husbandry with emphasis in poultry and swine raising, the art and science of growing horticultural crops, and understand and learn the factors affecting growth and development of cultivated crops.

Upon completion of the certificate program, students will be able to:
1. Acquire knowledge and skills in agricultural productivity through raising farm animals and horticultural crops.

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	4
		Total credits required	**21**

Horticulture

The certificate program is designed to provide students the knowledge in the principles and practices of horticulture. It involves developing students' knowledge and skills in growing horticultural crops, maintaining soil fertility, and learning and applying landscaping skills. It also introduces to students different career opportunities in the horticultural industry.

Upon completion of the certificate program, students will be able to:
1. Acquire knowledge and skills in the horticulture industry.

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	4
		Total credits required	**21**

AUTOMOTIVE TECHNOLOGY

Automotive Air-Conditioning Servicing

The certificate program is designed to provide students with knowledge and skills to service automotive air-conditioning and comfort heating components. Topics covers servicing expansion valve, control panel, condenser, air-con compressor, air-con evaporator, and pressure switch. It also includes checking air-con sensors, motors, electrical fuses, relays and switches, actuators, and control modules for functionality, rationality, and circuitry.

Upon completion of the certificate program, students will be able to:
1. Perform automotive air-conditioning and comfort heating servicing.
2. Check automotive air-conditioning sensors, motors, electrical fuses, relays, and switches, actuators, control modules, and comfort heating units for functionality, rationality, and circuitry.
3. Analyze automotive air-conditioning and comfort heating problems.

AT	112	Engine Servicing I	3
AT	113	Basic Automotive Electricity and Electronics	2
AT	121	Automotive Electricity	3
AT	212	Electronic Engine Management	3
AT	213	Automotive Computer Control System	3
AT	221	Automotive Air-Conditioning and Comfort Heating	3
		Total credits required	**17**

Engine Servicing

The certificate program is designed to provide students with knowledge and skills to service, test, repair, and install engine mechanical components and engine auxiliary devices, such as electronic fuel injection system, ignition system, lubrication system, cooling system, electronic engine management components, and emission control. It also includes engine overhauling and troubleshooting.

Upon completion of the certificate program, students will be able to:
1. Perform engine servicing.
2. Service vehicle emission control.
3. Troubleshoot engine computer control system, engine electrical devices, and engine mechanical problems.

AT	112	Engine Servicing I	3
AT	113	Basic Automotive Electricity and Electronics	2
AT	121	Automotive Electricity	3
AT	126	Engine Servicing II	3
AT	212	Electronic Engine Management	3
AT	213	Automotive Computer Control System	3
		Total credits required	**17**

Power Train Servicing

The certificate program is designed to provide students with knowledge and skills to service power train components, such as; clutch system, transversal and longitudinal type manual and automatic transmission, continuous variable transmission, propeller shaft, drive shaft, four-wheel drive, all-wheel drive, differential and axle. It also includes testing, fixing, and installing sensors, actuators, control modules, oil pressure pump, valve body, and servos.

Upon completion of the certificate program, students will be able to:

1. Perform drive train servicing.
2. Service hydraulic and electronic controlled transmission.
3. Service continuous variable transmission.
4. Diagnose drive train problems.

AT	101	Vehicle Operation	2
AT	111	Drive Train Servicing	3
AT	113	Basic Automotive Electricity and Electronics	2
AT	121	Automotive Electricity	3
AT	222	Automatic Transmission	3
AT	223	Electronic Controlled Transmission	3
		Total credits required	**16**

Undercarriage Servicing

The certificate program is designed to provide students with knowledge and skills to service suspension system, steering system, brake system, traction control, stability control, anti-lock brake system, and troubleshooting undercarriage components and circuitry problems. It also includes testing, fixing, and installing undercarriage sensors, motors, actuators, relays, and control modules.

Upon completion of the certificate program, students will be able to:
1. Perform undercarriage servicing.
2. Check undercarriage sensors, motors, actuators, relays, and control modules for functionality, rationality, and circuitry.
3. Diagnose vehicle undercarriage problems.

AT	101	Vehicle Operation	2
AT	111	Drive Train Servicing	3
At	113	Basic Automotive Electricity and Electronics	2
AT	121	Automotive Electricity	3
AT	122	Undercarriage Servicing	3
AT	224	Traction Control	3
		Total credits required	**16**

CONSTRUCTION TECHNOLOGY

Carpentry

The certificate program is designed to provide students with knowledge, skills and proper work habits/attitude necessary for entry level employment in the carpentry industry. It also enables students to work and advance in their careers as field supervisors, foremen, or estimators.

Upon completion of the certificate program, students will be able to:
1. Demonstrate required carpentry skills in footing and foundation installation of a residential construction.
2. Demonstrate required carpentry skills in floor, wall, ceiling, and roof framing of residential construction.
3. Demonstrate carpentry skills in interior and exterior finishing, including door, window, and cabinetry in residential construction.

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	3
		Total credits required	**20**

LAW ENFORCEMENT

Law Enforcement

The certificate program is designed to provide students with the basic knowledge and skills for job entry or professional development in the law enforcement field.

Upon completion of the certificate program, students will be able to:
1. Demonstrate a foundational understanding of the three components (law enforcement, courts, and corrections) of the criminal justice system and the interrelationships among them.
2. Demonstrate an understanding of the duties and role expectations of law enforcement officers.

CJ	109	Physical Fitness and Training	1
CJ	111	Introduction to Criminal Justice	3
CJ	115	Police Patrol Operations	3
CJ	120	Introduction to Law Enforcement	3
CJ	122	Community Relations	3
CJ	211	Criminal Law and Criminal Procedure	3
		Total credits required	**16**

ELECTRICAL TECHNOLOGY

Commercial/Industrial Wiring

The certificate program is designed to provide students with knowledge and skills in electrical wiring installation for industrial/commercial units. The program also covers safety, troubleshooting, and repair of electrical installation. It also includes roughing-in activities using metal conduits, such as EMT, RSC, and IMC, and connecting and installing boxes, fittings, electrical devices and lighting fixtures.

Upon completion of the certificate program, students will be able to:
1. Acquire technical knowledge and skills necessary in the field of commercial/industrial wiring installation.

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 Electrician	3
		Total credits required	**18**

Motor/ Motor Control

The certificate program is designed to provide students with knowledge and skills in connecting motors to suit voltage requirements, basic motor controls applicable in the industrial control system, waste water, and fresh water control system.

Upon completion of the certificate program, students will be able to:
1. Acquire technical knowledge and skills necessary in the field of basic motor controls.

ET	111	Basic Electricity	4
ET	121	Electric Machines	4
ET	210	Motors Control and Sequential Controllers	5
ET	221	Electrical Estimating	3
BP	116	Blueprint Reading for Electrician	3
		Total credits required	**19**

GENERAL ELECTRONICS TECHNOLOGY

Consumer Electronics Technology

The certificate program is designed to provide students with technical knowledge and skills in service and repair of electronics consumer products, such as audio amplifiers, car stereos and televisions.

Upon completion of the certificate program, students will be able to:
1. Service and repair electronic consumer products.

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	126	Principles of Electronic Communication Systems	3
GE	214	Audio Equipment Service & Repair	3
GE	215	Television Service & Repair	3
GE	222	Video System Repair and Maintenance	3
		Total credits required	**24**

Industrial Control Technology

The certificate program is designed to provide students with technical knowledge and skills in service and repair of industrial devices, control and equipment. It also includes wiring and programming the microcontroller, robot assembly and operation, and programming the programmable logic controller.

Upon completion of the certificate program, students will be able to:
1. Service and repair industrial devices, control, and equipment.

GE	113	Computer Operating Systems	3
GE	114	Basic Electronics	3
GE	115	Electronic Tools, Test Instruments & Measurements	3
GE	116	Microcontroller	3
GE	124	Analog Circuits & Applications	3
GE	128	Robotic 1	3
GE	212	Robotic 2	3
GE	217	Industrial Control Technology	3
		Total credits required	**24**

REPUBLIC OF PALAU PUBLIC LAW 9-22: AN ACT

To invest in a skilled Palauan citizen workforce by mandating the creation of a vocational certification program at the Palau Community College and creating a tax incentive for businesses to hire the said vocationally certified students and for other related purposes.

Introduction:

The program herein is in response to RPPL 9-22 that was passed into law on April 24, 2014 through the stated ACT and amended through RPPL 10-43, signed on December 11, 2019.

In accordance with RPPL 9-22 and RPPL 10-43, the following non-accredited certificates may be awarded to students completing the RPPL 9-22/10-43 certificate programs.

Types of Certificates:

There are three types of certificates that will be awarded upon completion of the different programs. Once a person begins the certificate program, it is possible for the earning of more than one certificate. The Certificate of Competence is for anyone without a high school diploma. However, once a high school diploma is earned, it is possible for continuation of training so that the Certificate of Completion is earned. Again, with continued training, the level of Certificate of Mastery can also be achieved.

Certificates of Competence for Construction, Automotive and Outboard Motor/Small Engine Technologies, Tourism and Hospitality, and Information Technology and Computer Science

The Certificates of Competence are for anyone without a high school diploma or a GED. While it is strongly encouraged that those without a diploma or GED enroll in the PCC Adult High School and pursue the vocational track, those that prefer may enter directly into the Certificate of Competence programs instead. Students in the Certificate of Competence programs will be awarded hours completed rather than academic credits and should a student wish to return to PCC for a degree, such courses will need to be retaken or challenged through exams to earn academic credits.

The following are vocational courses requirements for each of the certificate of competence programs which will be offered by PCC in adherence to RPPL 9-22 and RPPL 10-43:

I. Construction Certificate of Competence

Upon completion of the Carpentry Certificate of Competence program, the students will have skills and knowledge in the area of residential construction. Skills acquired will be with site preparation, foundation and form building, and basic skills in carpentry, basic wiring, and basic plumbing.

Construction Technology: General Construction

1.	Shop English (MEA007)	30 hr
2.	Shop Math (MEA008)	50 hr
3.	Construction Safety, Tools and Equipment (CON030)	64 hr
4.	Site Preparation/Footing & Foundation/ Basic Leveling (CON031)	80 hr
5.	Basic Residential Wiring and Troubleshooting (CON009)	28 hr
6.	Basic Plumbing (CON010)	40 hr
7.	Plastering & Block Laying (CON032)	16 hr
8.	Rebar Work (CON012)	20 hr
9.	Form Building (CON013)	20 hr
10.	Cement Mixing and Basic Masonry (CON033)	100 hr
11.	Block Making (CON015)	15 hr
12.	Service Learning/Practicum (CON035)	80 hr
	Total Hours:	**543 hr**

Construction Technology: Plumbing

1.	Shop English (MEA007)	30 hr
2.	Shop Math (MEA008)	50 hr
3.	Construction Safety, Tools and Equipment (CON030)	64 hr
4.	Basic Plumbing (CON010)	40 hr
5.	Plumbing Maintenance and Repair (CON034)	40 hr
6.	Service Learning/Practicum (CON035)	80 hr
	Total Hours:	**304 hr**

Construction Technology: Air Conditioning

1.	Shop English (MEA007)	30 hr
2.	Shop Math (MEA008)	50 hr
3.	Refrigeration Safety, Tools, and Equipment (TT018)	40 hr
4.	Air Conditioning Installation (TT019)	40 hr
5.	Air Conditioning Maintenance and Repair (TT020)	40 hr
6.	Gas Cutting and Welding (TT001)	40 hr
7.	Service Learning/Practicum (CON035)	80 hr
	Total Hours:	**344 hr**

II. Automotive Certificate of Competence

Upon completion of the Automotive Certificate of Competence program, an employee will have basic skills and knowledge in automotive maintenance and basic auto body repair.

Automotive Maintenance

1.	Shop English (MEA007)	30 hr
2.	Shop Math (MEA008)	50 hr
3.	Vehicle Preventive Maintenance (TT012)	40 hr
4.	Basic Auto Mechanic (TT003)	60 hr
5.	Basic Automotive Electrical Servicing (TT017)	100 hr
6.	Gas Welding and Cutting (TT001)	80 hr
7.	Basic Auto Body Repair (TT009)	80 hr
8.	Auto Brake Service (TT010)	30 hr
9.	Power Train Servicing (TT013)	40 hr
10.	Automatic Transmission Servicing (TT017)	60 hr
11.	Diesel Engine Preventive Maintenance (TT014)	60 hr
12.	Suspension and Steering (TT016)	60 hr
13.	Service Learning/Practicum (TT021)	80 hr
	Total Hours:	**770 hr**

Heavy Equipment Maintenance

1.	Shop English (MEA007)	30 hr
2.	Shop Math (MEA008)	50 hr
3.	Vehicle Preventive Maintenance (TT012)	40 hr
4.	Gas Welding and Cutting (TT001)	40 hr
5.	Basic Automotive Electrical Servicing (TT017)	100 hr
6.	Heavy Equipment Maintenance (TT006)	80 hr
7.	Diesel Engine Preventive Maintenance (TT014)	60 hr
8.	Service Learning/Practicum (TT021)	80 hr
	Total Hours:	**480 hr**

III. Outboard Motor/Small Engine Certificate of Competence

Upon completion of the Outboard Motor Certificate of Competence program, the students will have basic skills and knowledge for operation and maintenance of small engines and outboard motors.

Outboard Motor/Small Engine Maintenance

1. Shop English (MEA007)	30 hr
2. Shop Math (MEA008)	50 hr
3. Basic Small Engines (TT005)	80 hr
4. Basic Outboard Engines (TT015)	80 hr
5. Outboard Motor Training (TT008)	40 hr
6. Service Learning/Practicum (TT021)	80 hr
Total Hours:	**360 hr**

IV. Tourism and Hospitality Certificate of Competence

Upon completion of the Tour Services Certificate of Competence program, the students will have basic skills and knowledge for conducting tours.

Tour Services

1. Koror State Tour Guide Cert. Program (OTW007)	8 hr
2. History of Palau (PHC006)	60 hr
3. Basic Mandarin (Chinese) (LC003)	36 hr
4. Japanese (LC005)	36 hr
Total Hours:	**140 hr**

V. Information Technology and Computer Science Certificate of Competence

Upon completion of the Information Technology and Computer Science Certificate of Competence program, the students will have basic skills and knowledge for using computer applications and/or servicing and maintaining computers.

Software Application Skills

1. Keyboarding (CC001)	10 hr
2. Microsoft Word (CC003)	10 hr
3. Microsoft Access (CC004)	10 hr
4. Microsoft Excel (CC005)	10 hr
5. Microsoft Publisher (CC06)	10 hr
6. PowerPoint Presentation (CC012)	10 hr
Total Hours:	**60 hr**

Computer Servicing and Maintenance

1. Personal Computer Servicing and Maintenance (CC008)	60 hr
2. Introduction to Microprocessors (CC010)	60 hr
Total Hours:	**120 hr**

Certificates of Completion for Construction, Automotive, and Outboard Motor Technologies, Tourism and Hospitality, and Information Technology and Computer Science

Students must have at least a high school diploma or HiSET to be eligible for the Certificate of Completion programs. Students who have completed degrees in the vocational area or have trainings from certified programs or the US military may also be eligible for certificate of completions or credits for courses within the programs once their transcripts have been reviewed and courses verified for certification.

The following are vocational courses requirements for each of the certificate of completion programs which will be offered by PCC in adherence to RPPL 9-22 and RPPL 10-43:

I. Construction Technology Certificates of Completion

Upon completion of Certificate of Completion program in the area of Construction Technology, the students will have skills and knowledge in the area of construction with a focus in carpentry, field construction, masonry/concrete construction, residential plumbing, and/or residential wiring.

Carpentry

1. Construction Safety, Tools and Equipment (CT112)	2
2. Introduction to Construction (CT113)	3
3. Footing and Foundation (CT115)	3
4. Floor, Wall, and Ceiling Framing (CT122)	3
5. Roof Framing and Exterior Finishing (CT123)	3
6. Blueprint Reading for Construction (BP115)	3
Total Credits:	**17**

Field Construction

1. Construction Safety, Tools and Equipment (CT112)	2
2. Introduction to Construction (CT113)	3
3. Footing and Foundation (CT115)	3
4. Blueprint Reading for Construction (BP115)	3
5. Floor, Wall, and Ceiling Framing (CT122)	3
6. Roof Framing and Exterior Finishing (CT123)	3
7. Interior Trim and Cabinet Making (CT124)	3
8. Basic Masonry (MS101)	3
Total Credits:	**22**

Masonry/Concrete Construction

1. Construction Safety, Tools and Equipment (CT112)	2
2. Introduction to Construction (CT113)	3
3. Footing and Foundation (CT115)	3
4. Blueprint Reading for Construction (BP115)	3
5. Basic Masonry (MS101)	3
6. Selection and Design of Concrete Mixture (MS110)	3
Total Credits:	**17**

Residential Wiring

1. Mathematics for Electrical & Electronics (ET103)	3
2. Introduction to Construction (CT113)	3
3. Blueprint Reading for Electricians (BP116)	3
4. Basic Electricity (ET111)	4
5. Residential Wiring (ET122)	4
Total Credits:	**17**

Residential Plumbing

1. Construction Safety, Tools and Equipment (CT112)	3
2. Introduction to Construction (CT113)	3
3. Introduction to Architectural Drafting (AD120).	3
4. Blueprint Reading for Construction (BP115)	3
5. Plumbing for Non-Majors (PL110)	3
6. Residential Plumbing (PL214)	3
Total Credits:	**18**

II. Automotive Certificates of Completion

Upon completion of the Automotive Certificate of Completion program, the students will have skills and knowledge with general maintenance, servicing the main components of an automobile, and/or the electrical systems of the automobile.

Undercarriage Servicing (Gainful Employment)

1. Vehicle Operation (AT101)	2
2. Drive Train Servicing (AT111)	3
3. Basic Automotive Electricity and Electronics (AT113)	2
4. Automotive Electricity (AT121)	3
5. Undercarriage Servicing (AT122)	3
6. Traction Control (AT224)	3
Total credits:	**16**

Automotive Engine Servicing (Gainful Employment)

1. Engine Servicing I (AT112)	3
2. Basic Automotive Electricity and Electronics (AT113)	2
3. Automotive Electricity (AT121)	3
4. Engine Servicing II (AT126)	3
5. Electronic Engine Management (AT212)	3
6. Automotive Computer Control System (AT213)	3
Total credits:	**17**

Power Train Servicing (Gainful Employment)

1. Vehicle Operation (AT101)	2
2. Drive Train Servicing (AT111)	3
3. Basic Automotive Electricity and Electronics (AT113)	2
4. Automotive Electricity (AT121)	3
5. Automatic Transmission (AT222)	3
6. Electronic Controlled Transmission (AT223)	3
Total credits:	**16**

Automotive Air Conditioning (Gainful Employment)

1. Engine Servicing I (AT112)	3
2. Basic Automotive Electricity and Electronics (AT113)	2
3. Automotive Electricity (AT121)	3
4. Electronic Engine Management (AT212)	3

5. Automotive Computer Control System (AT213)	3
6. Automotive Air-Conditioning and Comfort Heating (AT221)	3
Total credits:	**17**

III. Outboard Motor/Small Engine Certificate of Completion

Upon completion of the Outboard Motor Certificate of Completion program, the students will have skills and knowledge as mechanics and troubleshooters with outboard motor engines and also small two and four cycle engines.

Outboard Motor/Small Engine Repair

1. Basic Engine Principles (SE112)	3
2. Two and Four Cycle Engines (SE113)	3
3. Outboard Engine Electrical System (SE122)	3
4. Outboard Fuel and Carburetion System (SE123)	3
5. Outboard Cooling System (SE124)	3
6. Diagram Reading and Testing (SE222)	3
7. Outboard Lower Unit System (SE212)	3
Total Credits:	**21**

IV. Tourism and Hospitality Certificate of Completion

Upon completion of the Tourism and Hospitality Certificate of Completion program, the students will have skills and knowledge in the area of tourism and hospitality with a focus on food and beverage, basic hotel operations, and/or tour services.

Food and Beverage

1. Introduction to Tourism and Hospitality (TH100)	3
2. Food Production and Sanitation (TH101)	3
3. Baking (TH118)	3
4. Dining Room and Beverage Operations (TH201)	3
5. Food and Beverage Cost Control and Purchasing (TH218)	3
6. Basic Nutrition (HP185)	3
Total Credits:	**18**

Basic Hotel Operations

1. Introduction to Tourism and Hospitality (TH100)	3
2. Housekeeping Management (TH210)	3
3. Front Office Operations (TH215)	3
4. Hotel Security and Facilities Management (TH217)	3
5. Accounting Principles I (BA130)	3
6. Customer Service Skills (OA105)	2
Total Credits:	**17**

Tour Services

1. Introduction to Tourism and Hospitality (TH100)	3
2. Tour Guiding and Travel Planning (TH110)	3
3. Palauan History and Culture (HI189)	3
4. Conversational Chinese-Mandarin (CH109)	3

5. Conversational Japanese I (JP109)	3
6. Customer Service Skills (OA105)	2
Total Credits:	**17**

IV. Information Technology and Computer Science Certificate of Completion

Upon completion of the Information Technology and Computer Science Certificate of Completion program, the students will have skills and knowledge in the area of general and/or business information technology.

General Information Technology

1. Computer Literacy (IT100)	3
2. PC Office Applications (IT105)	3
3. Introduction to Programing (IT110)	3
4. Introduction to Programing (IT125)	3
5. Web Management and Design (IT215)	3
6. Basic Mathematics (MA103	3
7. Intermediate Algebra (MA105)	3
Total Credits:	**21**

Business Technology Applications

1. Computer Literacy (IT100)	3
2. PC Office Applications (IT105)	3
3. Intermediate Office Applications (IT200)	3
4. Introduction to Office Skills (O110)	2
5. Document Processing (OA210)	3
6. Office Procedures (OA221)	3
7. Accounting Principles I (BA130)	3
Total Credits:	**20**

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, welding, and thermoplastic repair. Safe operations of the sander and welding equipment are also stressed. Pre: None (2 credits lec, 1 credit lab)

AIR CONDITIONING & REFRIGERATION (AC)

AC 110 BASIC AIR-CONDITIONING, MAINTENANCE, AND REPAIR (2)
This course covers the basic practical skills/competencies needed on the worksite for the installation, maintenance, and repair of air conditioning unitary systems. Pre: None (1 credit lec, 1 credit lab)

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 and 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: AC111 and AC112 (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: AC111 and AC112 (2 credits lec, 1 credit lab)

AC 123 AUTOMOTIVE AIR-CONDITIONING (3)
This course helps the learner understand how automotive air conditioning systems or units vary in their designs and applications from stationary systems. It also covers practical skills in servicing and repairing automotive air conditioning. Pre: None (1 credit lec, and 2 credits lab) Formerly AM123

AC 211 REFRIGERANTS, DOMESTIC REFRIGERATORS AND FREEZERS (3)
This course provides instruction in refrigerant protection and service and repair of refrigerators and freezers, using the latest computer refrigeration simulator. Pre: AC111 and AC112 (1 credit lec, 2 credits lab)

AC 212 AIR CONDITIONING SYSTEMS, COOLING & 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: AC121 (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: AC122 (3 credits lec)

AC 221 REFRIGERANT RECOVERY, RECLAIMING & RECYCLING (3)
This course enables the learner to understand the effects of CFC (Chlorofluorocarbon) in the Ozone layer and to apply the EPA rules and regulations in the handling of refrigerants. Pre: None (3 credits lec)

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: Program completion evaluation (4 credits internship)

ARCHITECTURAL DRAFTING (AD)

AD 120 INTRODUCTION TO ARCHITECTURAL DRAFTING (3)

This course introduces the student to manual 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 and an introduction to the basic drafting, and elementary design principles. At the completion of this course the student will have drafting skills necessary to complete a basic set of drawings for a simple house. Pre: None (2 credit lec, 1 credit lab)

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: IT100 with a C or better and AD120 (2 credits lec, 1 credit lab)

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: AG111 (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, anatomy, physiology, genetics, nutrition, feeds and feeding, housing management, sanitation, and animal health and disease control. Pre: AG111 (3 credits lec, 1 credit lab)

AG 124 PLANT SCIENCE (4)

This course introduces students to the basic principles of plant classification, structure, growth, reproduction, propagation, and utilization. The course emphasizes plant science from an agricultural standpoint, stressing its importance in everyday agriculture. Pre: AG111 (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: AG124 (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: AG123 (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 art, style, and design; identification of ornamental and landscape plants; nursery production of ornamental plants; and landscape establishment and maintenance. Pre: AG122 and AG124 (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. Pre: AG214 (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 record 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: AG214 and AG215 (3 credits lec)

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: Program completion evaluation (4 credits internship)

AUTOMOTIVE TECHNOLOGY (AT)

AT 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 to comply with local traffic rules and regulations. It also includes vehicle minor repairs and servicing on undercarriage components, power train lubrication, engine lubrication, engine cooling system, maintaining automotive shops, tools, equipment, and practicing shop safety, and occupational health safety. Pre: None (1 credit lec, 1 credit lab.) Formerly AM101

AT 110 BASIC AUTOMOTIVE SERVICING FOR NON-MAJORS (3)

This is an exploratory course in automotive mechanics for non-majors with primary emphasis on vehicle preventive maintenance. Pre requisite: none (1 credit lec, 2 credits lab.) Formerly AM110 Automotive Mechanics for Non-Majors

AT 111 DRIVE TRAIN SERVICING (3)

This course covers the knowledge, skills, and attitude needed to service power train components, such as servicing the clutch system, servicing the differential and front axle and overhauling the manual transmission for both transaxle and longitudinal types. It also includes troubleshooting of drive train noise and vibration. Pre: None (2 credit lec, 1 credit lab) Formerly AM124

AT 112 ENGINE SERVICING I (3)

This course covers the basic principles of an internal combustion engine for gas and diesel engines (four stroke and two stroke engines), and focuses on engine lubrication and cooling system servicing, engine tuning, adjusting idling speed, engine timing, and fuel injection timing for diesel engines. Pre: None (2 credit lec, 1 credit lab.) Formerly AM112

AT 113 BASIC AUTOMOTIVE ELECTRICITY AND ELECTRONICS (2)

This course covers the basic principles of automotive electricity and electronic components for a vehicle equipped with an internal combustion engine using 12 or 24 DC volts. It also includes reading and interpreting electrical circuit diagrams and troubleshooting basic engine electrical and electronic problems. Pre: none (1credit lec, 1 credit lab.) Formerly AM113

AT 121 AUTOMOTIVE ELECTRICITY (3)

This course covers wiring installation of automotive electrical components, servicing of the lighting system, servicing chassis electrical components, servicing the automotive electrical security system, and servicing the automotive sound system. It also includes reading, interpreting, and designing electrical circuit diagrams, and troubleshooting of electrical problems, such as faulty switches, short circuits, and open circuits. Pre: AT113 (1 credit lec, 2 credits lab) Formerly AM125

AT 122 UNDERCARRIAGE SERVICING (3)

This course covers servicing of the suspension system, brake system, and steering system, wheel alignment, under chassis preventive maintenance, troubleshooting of early worn-out of tires, body vibration, and steering wheel maneuvering problems. Pre: AT101 (1 credit lec, 2 credits lab.) Formerly AM111 Basic Automotive Maintenance

AT 125 AUTOMOTIVE TECHNOLOGY SEARVICE LEARNING I (2)

This course is a method by which students learn through active participation in organized service conducted in the industry. Automotive Technology Service Learning I is integrated into and enhances course and program learning outcomes. It includes structured means for critical thinking on the service experience and helps to foster civic and career responsibility. This course allows students to practice the skills learned but not limited to servicing undercarriage components and to explore and earn other automotive skills throughout the duration of time in the industry. Pre: AT112, AT121, AT122, and AT224 (2 credits lab).

AT 126 ENGINE SERVICING II (3)

This course is a continuation of AT112 and 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 tasks involve a complete dismantling and rebuilding of engine parts and components for both gasoline engine and diesel engines. Pre: AT112, AT113, and AT121 (2 credits lec, 1 credit lab) Formerly AM126

AT 212 ELECTRONIC ENGINE MANAGEMENT (3)

This course covers the knowledge, skills and attitude required to service and repair electronic controlled fuel injection system and their associated components for both diesel and gasoline engines. It also includes reading and interpreting engine electrical circuit diagrams and troubleshooting engine sensors, actuators, and Power Train Control Module (PCM) circuit problems. Pre: AT112, AT113, and AT121 (2 credits lec, 1 credit lab) Formerly AM214

AT 213 AUTOMOTIVE COMPUTER CONTROL SYSTEM (3)

This course covers the knowledge, skills and attitude required to install, test, and repair engine computer controlled systems, such as the electronic sensing device, computer controlled ignition system, computer controlled actuators, power train control module, and idle speed control. It also includes servicing of emission control components. Pre: AT112, AT113, and AT121 (2 credits lec, 1 credit lab) Formerly AM225

AT 221 AUTOMOTIVE AIR CONDITIONING AND COMFORT HEATING (3)

This course covers the knowledge, skills and attitude required to service and repair the automotive comfort heating and air-conditioning system and their associated components for both the fixed orifice valve and thermostatic expansion valve. It also includes reading and interpreting the air-conditioning system electrical circuit diagram and troubleshooting comfort heating and air-con sensors, actuators, switches, and control module circuit problems. Pre: AT113, AT121, AT212, and AT213 (1 credit lec, 2 credits lab) Formerly AM216

AT 222 AUTOMATIC TRANSMISSION (3)

This course is designed to enhance the knowledge, skills, and attitude of an individual in servicing the hydraulically operated automatic transmission. It also includes overhauling of all automatic transmission gear boxes and valve body repair. Pre: AT111 (2 credits lec, 1 credit lab) Formerly AM215

AT 223 ELECTRONICALLY CONTROLLED TRANSMISSION (3)

This course is designed to enhance the knowledge, skills and attitude of an individual in servicing the electronic controlled transmission. It also includes servicing and repair of electrical and electronic components of continuous variable transmission (CVT). Pre: AT113, AT121, AT212, and AT213 (2 credits lec, 1 credits lab) Formerly AM226

AT 224 TRACTION CONTROL (3)

This course is designed to enhance the knowledge, skills and attitude of each individual in servicing automotive traction control, such as Anti-lock Brake System (ABS), Stability Control system, electronic traction control system, and electronic controlled suspension system. It also includes reading circuit diagrams and troubleshooting, and servicing the traction control system. Pre: AT111 and AT113 (2 credits lec, and 1 credit lab) Formerly AM227

AT 229 AUTOMOTIVE TECHNOLOGY SERVICE LEARNING II (2)

Automotive Technology Service Learning II is a method by which students learn through active participation in organized service conducted in the industry. Automotive Technology Practicum II is integrated into and enhances the course and program learning outcomes. It includes structured means for critical thinking on the service experience and helps to foster civic and career responsibility. This course allows students to further practice skills learned throughout the automotive degree program. Pre: AT125, AT126, AT221, AT222, and AT223 (2 credits lab).

BUSINESS ACCOUNTING (BA)

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 a ten-key calculating machine that is generally used in business offices. Pre: None (3 credits lec)

BA 130 ACCOUNTING PRINCIPLES I (3)

This course covers the basic concepts of businesses organized as proprietorship and partnership and the principles of double-entry accounting. The course will introduce students to the accounting equation and the T-Account device. Students will learn to analyze business transactions into their debit and credit parts, journalize transactions using general journals, post to general ledgers, prepare the trial balance and adjustment sections of the worksheet, and to prepare simple financial statements as well as closing of the books at the end of a fiscal period. Pre: None (3 credits lec)

BA 131 ACCOUNTING PRINCIPLES II (3)

This course extends the study of a merchandising business organized as a corporation. It focuses on the study of corporate accounting and accounting control systems. Pre: BA130 (3 credits lec)

BA 212 INTERMEDIATE ACCOUNTING I (3)

This course covers primary accounting principles in business and develops the ability to use a basic accounting system within a framework of modern theory. Upon a completion of this course the student should be able to demonstrate knowledge and understanding in identifying, recording and reporting accounting information; preparing and analyzing financial statements, accounting cycle, and proper transactions for a merchandizing business; and illustrating the integral principles and components of technology-based accounting systems. Pre: BA131 (2 credits lec, 1 credit lab)

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: BA212 (2 credit lec, 1 credit lab)

BA 220 GOVERNMENT ACCOUNTING (3)

This course covers theories and procedures of governmental accounting practices. It also covers 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 fundamental accounting courses in a computerized environment. The students will use accounting software to create a company and complete the accounting cycle as applied to sole proprietorship, a partnership, and/or a corporation. Pre: BA212 (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: Program completion evaluation (4 credits internship)

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 drawing, orthographic projection drawings, dimensioning techniques, construction materials, specifications, reading plans, and interpretation of plans. Pre: None (3 credits lec)

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 and commercial, industrial, specialized and hazardous locations. Pre: None (3 credits lec)

BUSINESS ADMINISTRATION (BU)

BU 110 INTRODUCTION TO BUSINESS (3)
This is an introductory course designed to introduce students to the many aspects of the business sector. It is designed to introduce students to various topics both in the public and private enterprises. Topics will include large and small business operations such as management, internal controls, marketing, budgets, pricing strategies, human resources, and financing. Pre: None (3 credits lec) Formerly coded BA110

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: BU110 (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: BU110 (3 credits lec)

BU 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: BA123 (3 credits lec) Formerly coded BA159

BU 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: BA212 (3 credits lec) Formerly coded BA213

BU 214 INTRODUCTION TO BUSINESS LAW (3)
This is an introductory course in civil law, specifically in the area of business law. Emphasis is placed upon the study of contracts, agency, negotiable instruments, personal property, sales, forms of business organization, partnerships, corporations, security transactions, business torts, current ownership of land and of goods, and real property. Pre: EN 112 (3 credits lec) Formerly coded BA214

BU 219 HUMAN RESOURCES MANAGEMENT (3)
This course examines the tools, practices and challenges of human resource management in today's organizations. The roles of the human resource professional such as with recruitment, training advancement, disciplinary actions, retention, and employment termination as well as planning and decision making within the organization are examined. Laws on hiring and employment in various business environments, especially recruitment of expatriate workers and working permits will be discussed. Benefits, contracts, and employee handbooks which help in understanding the relationship between the business entity and its employees are also covered. Pre: EN112 and EN109 (3 credits lec) Formerly coded TH219

BU 220 MARKETING (3)
Basic marketing concepts will be covered, included 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 also be discussed. Pre: EN112, EN109 and IT100 (3 credits lec) Formerly coded TH220

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: Program completion evaluation (4 credits internship)

CHINESE (CH)

CH 109 CONVERSATIONAL CHINESE MANDARIN (3)
This fundamental course in the Chinese Language enables students to understand basic vocabulary and simple sentence structures. The students will practice acceptable pronunciation and will learn common phrases used in daily social and commercial contacts. Pre: None (2 credits lec, 1 credit lab)

CRIMINAL JUSTICE (CJ)

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 officers in meeting and maintaining standard police department physical training requirements. Pre: None (1 credit lab)

CJ 111 INTRODUCTION TO CRIMINAL JUSTICE (3)
This course will introduce students to the historical development, philosophy, operation, and language of the criminal justice system. It provides an overview of the agencies of the criminal justice system, their interrelationships, and the procedures used to apprehend, adjudicate, and treat criminal offenders. The roles of the law enforcement officer, courtroom participants, and corrections personnel are also examined. Pre: EN100 (3 credits lec)

CJ 113 JUVENILE JUSTICE (3)
This introductory course provides students with a broad historical and theoretical background of the structures and functions of agencies and institutions that make up the juvenile justice system. Students are introduced to the principles and procedures of arrest, detention, adjudication, treatment and placement of the juvenile offender. Pre: EN100 (3 credits lec)

CJ 115 POLICE PATROL OPERATIONS (3)
This course will provide students with a broad and theoretical background of police patrol philosophies and practices. It also examines duties, extent of authority, field patrol techniques, and responsibilities of a uniformed patrol officer in traffic law enforcement and investigation. Pre: CJ111 (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: CJ111 (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: CJ111 (3 credits lec)

CJ 122 COMMUNITY RELATIONS (3)
This course introduces students to the importance and impact of professionalism, ethical conduct, and human relations between the community and the criminal justice system. Major emphasis is on the relations between law enforcement and the community. Pre: EN100 (3 credits lec)

CJ 200 SELF-DEFENSE I (1)
The primary aim of this course is to provide an introduction to self-defense tactics with an emphasis on punching, kicking, grabbing, and throwing techniques. Pre: CJ109 (1 credit lab)

CJ 201 SELF-DEFENSE II (1)
The emphasis of this course is on more advanced application of self-defense techniques with the emphasis on executing counterattacking moves and defensive maneuvers. It will also introduce defenses against multiple attackers and disarming of armed attackers. Pre: CJ200 (1 credit lab)

CJ 203 INTRODUCTION TO CRIMINOLOGY (3)
This course will introduce students to the field of criminology as a tool to understanding crime causation, and a method for treatment, change, control, and ultimately crime prevention. It will bridge the gap between criminological theory and practice. Pre: SS129 (3 credits lec)

CJ 204 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: a grade of C or better in EN112 (3 credits lec)

CJ 211 CRIMINAL LAW AND CRIMINAL PROCEDURE (3)
This course will provide students with the nature and purposes of criminal law and general principles of criminal responsibility and defenses. This course also covers the basic elements of criminal offenses and criminal procedure with an emphasis on the challenges placed on police during investigation, prosecutorial practice and the requirements of a fair trial. Pre: CJ111 (3 credit 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: CJ111 (3 credits lec)

CJ 222 INTRODUCTION TO CRIMINAL INVESTIGATION (3)
This course introduces students to the investigation process, qualities and skills needed in investigating, the personnel and tools needed for investigations, and the types of investigations. Overview of crime scene processing,

preservation and processing of criminal evidence, and interview and interrogation methods are also covered. Pre: CJ204 (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: Program completion evaluation (4 credits internship)

COMMUNICATION (CO)

CO 110 INTRODUCTION TO COMMUNICATION (3)
This course addresses both theory and skill building, integrating various areas of the discipline, including interpersonal and small group 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: EN100 (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: CO110 (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: CO110 (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 C or better in EN112 (3 credits lec)

COMMUNITY AND PUBLIC HEALTH (CPH)

CPH 101 PRINCIPLES AND ETHICS OF PUBLIC HEALTH (3)
This course introduces the basic principles of Public Health theory and practice, and it includes ethical issues relevant to the Essential Public Health Functions and the core competencies related to them. Specific Public Health issues relevant to Palau and comparisons of Palau's situations and other selected countries will also be addressed. Pre: EN100 (3 credits lec)

CPH 105 INTEGRATED HEALTH SERVICES MANAGEMENT (3)
This course introduces the concepts, definition, principles, and main functions of Health Services Management, including good management practices, vital at district level health care. The course will also put management theories and concepts into practical examples and exercises. Topics that will be covered include development and functioning of health teams, community participation, resources management, and management of primary health care services. Pre: EN100 (3 credits lec)

CPH 111 PRINCIPLES OF EPIDEMILOGY (3)
This course introduces the basic principles of epidemiology and its relevance to the identification, description and measurement of the distribution of disease and other health-related states and their determinants in the population. Pre: CPH101 (3 credits lec)

CPH 121 ENVIRONMENTAL PREVENTION AND CONTROL OF DISEASE (3)
This course addresses the main principles and concepts linking disease agents, susceptible hosts and the environment, in the progression through a "disease spectrum". The relevance of the environment: soil, air, and water, in the transmission of disease agents is highlighted, along with the determining role of vectors responsible for vector-borne diseases. Pre: CPH101 (3 credits lec)

CPH 131 FOOD AND NUTRITION IN THE LIFE CYCLE (3)

This course introduces the basic principles and concepts of nutrition as they apply to different age and social groups, such as pregnant and lactating mothers, sport-persons and the elderly. Needs of nutrients at different life cycle stages are addressed, as are the nutritional anthropometric measures and growth monitoring parameters, to enable the detection of signs of inadequate nutrient intake, or, conversely, those of over-nutrition. Pre: CPH101 (3 credits lec)

CPH 141 PRINCIPLES OF HEALTH PROMOTION AND SOCIAL MARKETING (3)

This course introduces the foundations of Health Promotion, its theory and practice, and it proposes to center on the Non-Communicable Diseases emergency/ epidemic affecting Palau. Specific theories and international fundamental documents are reviewed, and support the practical components of the Course, relevant to Palau. Pre: CPH101 (3 credits lec)

CPH 153 PRINCIPLES OF SOCIAL HEALTH (3)

This course introduces the concepts, definition, principles, and main functions of Social Health, including the determinants that forge the relationship between health and the evolution in life of individuals and society as a whole. Topics that will be covered include: food as a political issue; poverty; social exclusion; and minorities. Pre: CPH101 (3 credits lec)

CPH 162 PUBLIC HEALTH CONSEQUENCES OF DISASTERS (3)

This course focuses on selected aspects of specific types of hazards: natural, technological, biological, etc. The most frequent manifestations, or phenomenology, of each hazard, the primary consequences, such as morbidity, disability and mortality, are also addressed. The course emphasizes the role of public health systems in the preparedness and response to those hazards. Pre: CPH101 (3 credits lec)

CPH 163 TOPICS IN EMERGENCY RESPONSE (3)

This course introduces concepts used in emergency health management in Palau, including operations, command and control. It also discusses other operational principles, such as rapid needs assessment, risk communications, behavioral health, responders' safety protection, public health ethics and humanitarian rights during disasters, and it addresses also the WHO-proposed health cluster system. Pre: CPH162 (3 credits lec)

CPH 164 EMERGENCY HEALTH PLANNING AND EXERCISES (3)

This course introduces the concepts of planning and plan writing to include all phases of the planning cycle (planning, training, exercising, and analysis). The concepts of objective-based planning, planning by consensus, and developing, conducting and evaluating disaster exercises are also introduced, as part of an emergency health management program. Pre: CPH163 (3 credits lec)

CPH 165 EMERGENCY HEALTH RISK MANAGEMENT (3)

This course covers the key concepts used in Emergency Health Management. It discusses the basic terminology and defines it, including hazard, disaster, risk, vulnerability, capacity, resilience and other relevant terms. Core Public Health Functions and values within Emergency Health Management are also addressed. Pre: CPH164 (3 credits lec)

CPH 212 SUBSTANCE ABUSE CONTROL (3)

This course addresses real-life concepts relevant to alcohol consumption, tobacco use, and drug abuse especially among adolescents, including recognized factors leading to adolescent alcohol, tobacco and drug abuse; cultural and environmental factors and their role; and legal implications and societal responsibilities. Pre: CPH153 (3 credits lec)

CPH 213 MENTAL HEALTH (2)

This course addresses real-life concepts relevant to social concerns about depression at all stages of life. It introduces cultural and environmental factors and their role in the evolution of depression; and it underscores the resources available at community and government levels for the timely detection and management of depression, particularly among the young. Pre: CPH101 (2 credits lec)

CPH 222 ENVIRONMENTAL HEALTH (3)

This course brings three environmental health matters into focus: the threat of vector-borne diseases; the proper management of waste disposal systems (septic tanks); and the management of a food-borne outbreak. Pre: CPH121 (3 credits lec)

CPH 242 COMMUNICABLE DISEASES & IMMUNIZATION (3)

This course introduces basic concepts relevant to communicable diseases, their causative agents, transmission, prevention and control. Emphasis is placed on the value of early case detection and surveillance; investigation of suspect reports, and protection of the susceptible population. Pre: CPH121 (3 credits lec)

CPH 243 FAMILY HEALTH (2)

This course introduces basic concepts relevant to two aspects affecting family health: child obesity and adolescent "bullying" in relation to Palauan situations. The course addresses the characteristics and prevention relevant to the two issues. Pre: CPH131 (2 credits lec)

CPH 244 NON COMMUNICABLE DISEASES 1 (2)

This course addresses some of the non-communicable diseases [NCDs] affecting man. Specifically, it focuses on cancer, and gout/arthritis. Details about risk factors, susceptibility, diagnosis, treatment and prognosis are offered for each of the named conditions. Pre: CPH131 (2 credits lec)

CPH 245 NON COMMUNICABLE DISEASES 2 (2)

This course addresses some of the non-communicable diseases [NCDs] affecting man. Specifically, it focuses on diabetes and asthma/chronic respiratory disease. Details about risk factors, susceptibility, diagnosis, treatment and prognosis are offered for each of the named conditions. Pre: CPH131 (2 credits lec)

CPH 253 EMERGENCY HEALTH (2)

This course introduces the very actual, basic concepts relevant to three aspects pertaining to emergency health: health emergency set-up in Palau; health emergency response; and role of the media in health emergencies. The course addresses concepts, structures and roles of each organizational its set-up, and its functions. Pre: CPH162 (2 credits lec)

CPH 262 EPIDEMIOLOGICAL SURVEILLANCE & PUBLIC HEALTH INFORMATION SYSTEM (2)

This course introduces basic principles of epidemiological surveillance as they apply to the monitoring of potential introduction of infectious pathogens into communities or countries. Pre: CPH111 (2 credit lec)

CPH 272 SOCIAL HEALTH (3)

This course introduces basic concepts relevant to three aspects pertaining to social health: teenage pregnancies; care for the elderly; and children requiring special care. The course addresses the characteristics and management or interventions relevant to the three situations. Pre: CPH153 (3 credits lec)

CPH 299 PUBLIC HEALTH PROGRAM PLANNING AND DEVELOPMENT (4)

Students, in this course, will be exposed to the reality of planning and developing a public health program including monitoring and evaluation. With guidance from the faculty, students will undertake a project to develop an action plan or work plan (in relation to their employment or further higher education) incorporating SMART goals and objectives. Pre: All required General Education courses and CPH111, CPH153, CPH213, CPH222, CPH242, CPH244, and depending on major, CPH164 or CPH212 (4 credits internship)

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 scaled model house. Pre: CT112 and CT113 (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: CT112 and CT113 (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 is not limited to, terms and definitions used in the construction field pertaining to interior finishings. Also covered are 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: CT112 and CT113 (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. Students will learn the essential knowledge and skills used by a contractor to systematically plan, organize, manage, control, and document jobsite activities. Pre: CT122, CT123, CT124 & BU110 (3 credits lec,)

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: Program completion evaluation (4 credits internship)

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 will introduce students to laws and policies (K-12), lesson planning, different assessments, effective teaching techniques and classroom management required by K-12 classroom teachers. Students will also be provided opportunities to observe actual classroom teaching and learning and to be familiarized with the responsibilities of a classroom teacher, teaching materials and the general operation of the school, and have an opportunity to discuss their observations and findings. Pre: None (3 credits lec)

ED 200 INTEGRATING DIGITAL TECHNOLOGY INTO TEACHING/LEARNING (3)
This course provides a clear understanding of how digital 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: IT100 and ED110 (3 credits lec,)

ED 202 EARLY CHILDHOOD DEVELOPMENT (3)
This course deals with interrelationship of the physical, emotional, intellectual and social growth as well as problems common to early childhood. Pre: ED110 (3 credits lec)

ED 203 LEARNING THROUGH PLAY (3)
This course provides knowledge and skills in incorporating play into learning and the curriculum. It focuses on why and how to teach children through play. Students will create lesson plans that will incorporate play benefits to assist children with their cognitive, affective and psychomotor developments. Pre: ED110 (3 credits lec)

ED 204 TEACHING/LEARNING IN EARLY CHILDHOOD CLASSROOMS (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 topics to be discussed are: the fundamental purposes of early childhood education, learning expectations and teaching modes. Teacher – student relationships are observed and discussed. Pre: ED110 (3 credits lecture)

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: ED110 (3 credits lec)

ED 206 TEACHING/LEARNING IN THE SECONDARY 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 students of varying abilities. Among topics to be discussed are: the fundamental purposes of secondary education, learning expectations and teaching modes. Teacher – student relationships are observed and discussed. Pre: ED110 (3 credits lec)

ED 215 MAINSTREAMING 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: ED110 (3 credits lec)

ED 219 TEACHING STUDENTS WITH SPECIAL NEEDS (3)
This course will provide knowledge about learning disabilities and the different conditions which impair student learning. Methods of teaching, testing and assessing students will also be covered, including learning materials and the learning environment to accommodate students with special needs. Pre: ED215 (3 credits lec)

ED 245 READING IN CONTENT AREAS (3)
This course provides 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: ED110 (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. Pre: ED110

ED 280 MULTICULTURAL EDUCATION (3)
This course is designed to introduce 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: ED110 (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 teacher (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 and must abide by the rules and regulations of the school. Pre: Program completion evaluation (4 credits internship)

ED 291 STUDENT TEACHING - SPECIAL EDUCATION (4)
Same as ED290

ED 292 STUDENT TEACHING – ELEMENTARY EDUCATION (4)
Same as ED290

ED 293 STUDENT TEACHING – SECONDARY EDUCATION (4)
Same as ED290

ENGLISH (EN)

EN 100 ENGLISH READING AND WRITING (3)
This is a reading and writing course which focuses on enhancing the students' ability in reading comprehension and improving writing skills that are essential for successful study. Coursework will include identifying and understanding key elements of reading selections; understanding the steps to the writing process and introducing the basic essay structures. Effective writing and organization of three-paragraph essays will be covered. A strong emphasis will be on the value of relating the reading comprehension techniques to the process of writing effectively. Pre: none (2 credits lecture, 1 credit lab)

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 fact and opinion, paraphrasing and summarizing, and making correct inferences. Pre: Reading level 8th grade or higher or EN100 (3 credits lec)

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. Students will practice taking on a persuasive position in writing with researched support. In addition, logical reasoning, adequate support, clarity, organization, and appropriate language choices will be demonstrated in their writings. Revising and editing skills will also be enhanced. Pre: Placement test or EN100 (3 credits lec)

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 C or better in both EN112 and EN109 (3 credits lec)

EN 157 TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES (TESOL) (4)
This comprehensive 'hands on', interactive 14 module course focuses on equipping both pre-service and in-service teachers with practical understanding of learner-centered strategies and methodologies that facilitate best-practice teaching and learning of English in the classroom. Language learning theory and course content relating to the teaching of reading, writing, listening, and speaking will be delivered using interactive activities that teachers can use in their own classrooms. The TESOL course requires full and active student participation. Pre: EN100 and ED110 (4 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 C or better in EN112 and a reading level of 8th grade or a grade of C or better in EN112 and EN109 (3 credits lec)

EN 200 TEACHING ENGLISH EFFECTIVELY (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: EN100 and ED110 (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 1) the history of children's literature, 2) a survey of the various genres of children's literature, and 3) 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: EN112 (3 credits lec)

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: Grade of C or better in EN114 (3 credits lec)

ELECTRICITY (ET)

ET 103 MATHEMATICS FOR ELECTRICAL AND ELECTRONICS (3)
This course is designed to fulfill mathematical needs of students taking electrical technology and general electronics technology. It covers unit conversion, Ohm's Law, Kirchhoff's Law, Power Law, power and energy calculations, wire resistance and voltage drops, AC circuit calculations, AC power and power factor calculations. Pre: None (2 credits lec, 1 credit lab)

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 work, proper use of basic electrical hand tools, electrical devices and protections, connecting and installing simple electrical circuits and basic wiring for single-family dwelling units. Pre: None (2 credits lec, 1 credit lab)

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 work. Pre: None (3 credits lec, 1 credit lab)

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: ET111 (2 credits lec, 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. It also deals with installing, commissioning, operating, troubleshooting, repairing, and maintaining small stand-alone solar PV systems. Appropriate CAI will be used. Pre: ET111 (2 credits lec, 2 credits lab)

ET 210 MOTOR CONTROLS AND SEQUENTIAL CONTROLS (5)

This course provides technical knowledge and skills relevant to industrial applications. It applies a 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 and connect, install, troubleshoot, repair and maintain motor controls and sequential controllers. Appropriate CAI will be used. Pre: ET121 (3 credits lec, 2 credits lab)

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, and special new construction systems of commercial and industrial establishments based on the industry standards and procedures. Appropriate CAI will be used. Pre: ET122 (3 credits lec, 1 credit lab)

ET 214 GRID-CONNECTED PV SYSTEMS, DESIGN AND INSTALLATION (4)

This course covers technical knowledge and practical skills relevant in designing, installation, troubleshooting, repair and maintenance of grid-connected solar photovoltaic systems. It deals with designing a PV generating system according to customer's needs and requirements. It includes undertaking one or two simulated installations on a dummy roof or ground mounted PV arrays. It also deals with safety work practices applicable to the sustainable energy industry. Pre: BP116, ET103, ET122 (2 credits lec, 2 credits lab)

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: ET122 (2 credits lec, 1 credit lab)

ET 222 INTERNSHIP (4)

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

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 software and application software in the general electronics technology courses. Pre: None (2 credits lec, 1 credit lab)

GE 114 BASIC ELECTRONICS (3)

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

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

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

GE 116 MICROCONTROLLER (3)

This course is designed to provide students with the knowledge and skills to diagnose, repair and operate microcontroller devices and equipment employed in various industrial applications. It includes programming, wiring, and interfacing for different I/O circuits and devices. 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: Power supply circuits, Amplifiers, Oscillators, and Signal processing circuits. It includes testing and troubleshooting. Pre: GE114, GE115 and ET103 (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: GE114, GE115 and ET103 (2 credits lec, 1 credit lab)

GE 128 ROBOTIC 1 (3)

This course covers BASIC programing, assembly, testing, motor control, interfacing, sensing lights and sounds, and controlling the robot in a distance. Students will build their robot projects that will give them the unique experience in estimation, wiring, source coding, tuning and problem solving in robot navigation. Pre: GE116 (1 credit lec, 2 credits lab)

GE 212 ROBOTIC 2 (3)

This course will give the students a unique experience in mechanical assembly and programing of a Quad copter robot (flying drone) that can be sent in aerial space to do land mapping and surveying, real-estate observations and aerial video. It also includes wirings, airborne video system installation and sending to an actual mission. Pre: GE116 and GE128 (1 credit lec, 2 credits 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 equipment, circuits, and devices used in sound systems. It includes setup, alignment and adjustment of mechanical and electrical parts and troubleshooting of various audio equipment. Pre: GE124 (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: GE116 and GE124 (2 credits lec, 1 credit lab)

GE 217 INDUSTRIAL CONTROL TECHNOLOGY (3)

This course is designed to provide the students with fundamental knowledge and skills in industrial electronics circuits, applications, and control technology. It deals with wiring and installation of electric motors, repair and maintenance of field control devices such as industrial switches, relays, and transducers. It also includes PLC operation, setup, configuration, programming, and troubleshooting. Pre: GE116 and GE124 (2 credits lec, 1 credit lab)

GE 222 VIDEO SYSTEMS REPAIR AND MAINTENANCE (3)
This course is designed to provide students with knowledge and skills required in dealing with other video equipment, such as: video cassette recorder/player, 8mm camcorder, DVD video disk recorder/player and installing security camera systems in commercial or residential areas. It covers the analysis of functional blocks, hook-up, electrical and mechanical alignments, disassembly and assembly procedures, replacements of parts and troubleshooting techniques. Pre: GE214 and GE215 (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, system troubleshooting and repair, and basic concepts of Local Area Network. Pre: GE113 and GE115 (2 credits lec, 1 credit lab)

GE 225 INTERNSHIP (4)
This course provides the student with practical training in electronic 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: Program completion evaluation (4 credits internship)

HISTORY (HI)

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 1500. Pre: EN109 and EN112 (3 credits lec)

HI 169 WORLD CIVILIZATION II (3)
A study of political, social, religious, intellectual and artistic trends in world civilization from 1500 to the present. Pre: EN109 and EN112 (3 credits lec)

HI 179 HISTORY OF MICRONESIA I (3)
This course emphasizes the pre-colonial period of Micronesian history from Magellan's contact of Guam in 1521 to the beginning of Spanish rule in 1885. The Colonial Period, 1885-1980, is briefly surveyed. Pre: EN109 and EN112 (3 credits lec)

HI 189 PALAUAN HISTORY & CULTURE (3)
The course covers salient events with emphasis on the history and evolution of Palauan culture from 1200 CE to the present. Pre: None (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: EN109 and EN112 (3 credits lec)

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: EN109 and EN112 (3 credits lec)

HEALTH AND PHYSICAL EDUCATION (HP)

HP 103 ELEMENTARY PE (2)
This course is designed to provide elementary school teachers instruction in methods of teaching physical education in the elementary school. Emphasis will be on development and delivery of physical education activities appropriate for the various grade levels. This course also provides planning, organization, and management techniques for teaching physical education. Pre: ED110 (2 credits lec)

HP 180 PERSONAL & SOCIAL HEALTH (3)
This course investigates significant physical and social health issues as related to the individual in a society. Emphasis is on critical thinking and analysis of health-related behaviors and attitudes and enhancing the students' understanding of their own health needs. Pre: None (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: None- (2 credits lec)

HP 185 BASIC NUTRITION (3)
This course provides students with the fundamentals of nutrition with emphasis on cultural and social influences on nutritional intake, USDA guidelines for food and nutrition, the relationship between nutrition and health, and the importance of combining good diet with regular exercise in order to promote healthy lifestyles. Pre: None (3 credits lec)

INFORMATION TECHNOLOGY (IT)

IT 100 COMPUTER LITERACY (3)
This course covers basic information processing and uses of a computer including basic application software. Topics include basic computer concepts, navigating in a Windows Operating System and computer software including word processing, spreadsheet, data base and PowerPoint presentations. Pre: None. (3 credits lec)

IT 105 PC OFFICE APPLICATIONS (3)
This course builds on the software knowledge and skills covered in IT100. In this course, the students will have the opportunity to further develop their skills and knowledge in using common business-related applications such as word processing, spreadsheets, database, and presentation software. Pre: IT100 (2 credits lec, 1 credit lab)

IT 110 INTRODUCTION TO PROGRAMMING (3)
This course introduces students to the fundamentals of computer programming. Topics covered includes pseudocoding and flowcharting, problem solving procedures, program design, algorithm development, data structures, structured programming, modularization, debugging, and program documentation. Pre: MA103 (3 credits lec)

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: IT105, IT110 and EN112 (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: IT105 and IT110 (3 credits lec)

IT 125 PROGRAMMING I (3)
This course introduces computer programming using a high-level computer programming language. In this course, students will have the opportunity to apply the skills and knowledge acquired in IT110 within the features and capabilities and following the syntax of the high-level programming language used. This course will focus on problem solving procedures, program design, algorithm development, data structures, structured programming, modularization, debugging, and program documentation. Pre: IT105, IT110 and MA105 (2 credits lec, 1 credit lab) Formerly Visual Basics Programing I

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: IT105 (2 credits lec, 1 credit lab)

IT 205 PROGRAMMING II (3)
This course builds on the knowledge and skills covered in IT125. Using a high-level computer programming language, the course exposes students to advance problem solving involving more efficient and dynamic solutions and algorithms. Topics include program design, modularization, algorithm development, recursion, data structures, file handling, sorting, and object-oriented programming concepts. Pre: IT120, IT125, and EN112 (2 credits lec, 1 credit lab) Formerly Visual Basics Programing II

IT 215 WEB MANAGEMENT AND DESIGN (3)
This course provides the tools and knowledge necessary to plan, design, and manage a web site. Students will learn web languages such as Hypertext Markup Language (HTML) and Cascading Style Sheet (CSS). Other web utilities will be explored including popular Content Management Systems (CMS). Pre: IT105 (2 credits lec, 1 credit lab)

IT 217 SPECIAL TOPICS IN INFORMATION TECHNOLOGY I (1)
This course provides students with the opportunity to obtain knowledge and/or skills in emerging issues or specialized content that are outside the established Information and Technology Program curriculum. Pre: IT115, IT200, IT205 and IT215 (1 credit lec)

IT 218 SPECIAL TOPICS IN INFORMATION TECHNOLOGY II (1)
This course provides students with the opportunity to obtain knowledge and/or skills in emerging issues or specialized content that are outside the established Information and Technology Program curriculum. Pre: IT217 (1 credit lec)

IT 220 TROUBLESHOOTING MICROCOMPUTER SYSTEMS (3)
This course provides a broad overview of computer troubleshooting and maintenance. It emphasizes the use of diagnostic utilities to troubleshoot hardware and software problems as well as the importance of information backup, hardware and software maintenance, and safety. The primary objective of the course is to provide students with the opportunity to learn how to investigate, diagnose, and repair computer problems. Pre: IT115 (3 credits lec)

IT 222 INSTRUCTOR DIRECTED PRACTICUM (4)
This course is designed to allow students to learn through active participation in organized services or projects that meet the needs of the community. The course is integrated into and enhances the academic curriculum. Unlike Internship, the Instructor Directed Practicum is entirely supervised by program instructors, therefore, encourages active student involvement in the learning process. Pre: Instructor's consent, and cannot be taken concurrently with more than two other courses (4 credits internship)

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: Program completion evaluation (4 credits internship)

JAPANESE (JP)

JP 109 CONVERSATIONAL JAPANESE I (3)
This fundamental course in Japanese language enables the students to understand and use basic vocabulary and simple sentence structures. The students will practice acceptable pronunciation and will learn common phrases used in everyday social and commercial contacts. Emphasis will be on oral-aural skills and using Romanization to write Japanese words. This course does not include the Japanese writing systems of Hiragana and Katakana. 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: JP109 (2 credits lec, 1 credit lab)

JP 209 INTERMEDIATE JAPANESE I (3)

This course is a continuation of Conversational Japanese II. In this course, students will learn to speak practical Japanese. In addition, this course will expose the students to Japanese culture, people and their way of thinking. Hiragana and Katakana will continue to be practiced, and some simple Kanji will be introduced as well. Pre: JP119 (2 credits lec, 1 credit lab)

JP 219 INTERMEDIATE JAPANESE II (3)

This is a continuation of Intermediate 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 HIRAGANA and KATAKANA will continue to be practiced, and more KANJI will be introduced as well. Pre: JP209 (2 credits lec, 1 credit lab)

LIBRARY AND INFORMATION SERVICES (LS)

LS 102 INTRODUCTION TO LIBRARY ORGANIZATION (2)

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 and Information Services program. Pre: None (2 credits lec)

LS 105 INTRODUCTION TO INFORMATION RESOURCES (1)

At the end of this course, students will have a good understanding of the range of information resources currently available. 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/DVDs, 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. Students will also understand plagiarism and how to avoid it. Pre: None (1 credit lec.)

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 EN109 along with this class. Pre: LS102, LS105, and IT100 (3 credits lec)

LS 115 MICRONESIA-PACIFIC INFORMATION RESOURCES (3)

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: LS105 (3 credits lec)

LS 120 LIBRARY MEDIA TECHNOLOGIES (3)

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/DVDs, software installation, databases and the Internet. Pre: LS102 and IT100 (3 credit lec)

LS 125 BOOK REPAIR AND PRESERVATION OF MATERIALS (3)
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 respond effectively to disasters. Pre: LS102 and IT105 (3 credit lec)

LS 202 MATERIALS SELECTION, CATALOGING AND INDEXING (3)
Upon completion of this course, students will have a working knowledge of the 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: LS102 and LS105 (3 credits lec)

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. The course also covers planning, design, and marketing of library services and programs. Pre: LS110 (3 credit lec)

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. Pre: LS205 (3 credits lec)

LS 220 FUNDING SOURCES FOR LIBRARIES (1)
This course introduces students to different types of funding for libraries and information centers, including museums and archives. Students will gain knowledge of research funding opportunities, programs, proposals and projects. Pre: EN112, LS205 and IT100 (1 credit lec)

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: Program completion evaluation (4 credits internship)

MATHEMATICS (MA)

MA 100 TECHNICAL MATHEMATICS (3)
This course is designed to fulfill the mathematical needs of students in various vocational fields. It covers length, area, volume, system of measurements, ratio and proportions, personal finance, power and energy, personal finance and mathematical applications in construction and manufacturing. Pre: None (3 credits lec)

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, venier caliper, micrometer caliper, and dial indicator as they are applied to the automotive and small engine trades. Pre: None (2 credits lec, 1 credit lab)

MA 103 BASIC MATHEMATICS (3)
This course is designed to prepare students for other courses which require basic skills in mathematics. Topics include whole numbers, integers, fractions, decimals, ratio and proportion, measurement, percent, graphs and statistics, and introduction to geometry. Pre: None (2 credits lec, 1 credit lab)

MA 105 INTERMEDIATE ALGEBRA (3)

This is an intermediate algebra course that includes a review of equations and inequalities, factoring, rational expressions, and proportion and variation. It also covers equations of lines, graphs of linear functions and linear inequalities in two variables, system of equations and inequalities, radicals and rational exponents, complex numbers, quadratic and nonlinear functions and inequalities. Pre: MA103 (2 lec, 1 lab)

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 problem solving, set theory and counting, logic, geometry and measurement, sequences and series, and financial management. Pre: MA103 (3 credits lecture)

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: MA105 (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, right triangle trigonometry, trigonometric graphs and inverse trigonometric functions, and solving application and model problems using trigonometry. It also covers trigonometric identities and equations, law of sines and cosines, and vectors. 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, and sampling distributions. Some uses of statistical software will be incorporated in this course. Pre: MA105 (3 credits lec)

MA 157 MATHEMATICS AND NUMERACY TEACHING (3)

The focus of this course is on mathematical literacy (numeracy) as a key educational outcome and the important role that all teachers play in achieving this goal in school. Mathematics lays the foundation for the development of students' mathematical literacy. Through this course, participants will explore and design hands-on numeracy learning experiences to promote students' capacity and confidence to use mathematics in the real world. They will explore the scope, structure and philosophy of the school mathematics curriculum and develop a wide repertoire of teaching approaches that can support students' understanding of mathematics and hence build their numeracy skills. Pre: ED110 (2 credits lec, 1 credit lab)

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: ED110 and depending on the student's major, ED205 or ED219 (2 credits lec, 1 credit lab)

MA 221 CALCULUS I (5)

This is the first course of a standard calculus course. Topics include a review of functions and their graphs, limits of functions, continuity, derivatives of algebraic and transcendental functions, implicit differentiation, applications of differentiation including rate of change and related rates problems, Newton's Method, and antiderivatives. Pre: MA112 (5 credits lec)

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 mixes, 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 island music literature and instruments are surveyed. Pre: None (3 credits lec)

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: None (3 credits lec)

MU 139 MUSIC FOR EARLY CHILDHOOD (3)
Methods in performing a variety of stimulating activities through music and movement that are developmentally appropriate physically, mentally and socially. Cognitive and creative developments are emphasized. Pre: None (3 credits lec)

MU 149 ELEMENTARY MUSIC (2)
An introductory course for students in 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: a grade of C or better in SC159B (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: a grade of C or better in SC159B (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: a grade of C or better in SC159B (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: a grade of C or better in SC159B (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 (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: NU106A 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: NU103 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: NU102 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: NU102 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, and fluid and electrolyte adaptations. Pre: NU201 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: NU203 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: NU201 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: NU203 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, and incorporates time management, decision-making and delegation skills in the care of a small group of clients. These concepts are applied in NU206. Pre: NU106B with at least a C grade (3 credits lec)

OFFICE ADMINISTRATION (OA)

OA 105 CUSTOMER SERVICE SKILLS (2)
This course is designed to prepare students for the professional world of customer service. The relationships between the customer and the business entity will be discussed as well as customer expectations and dealing with difficult or diverse customers. The basics of good customer service will be presented along with problem-solving techniques. Pre: None (2 credit lec) Formerly TH115 Interpersonal Relations & Customer Service

OA 110 INTRODUCTION TO OFFICE SKILLS (2)
This course provides the opportunity for students to build on keyboarding skills to increase speed and accuracy. Ergonomic factors regarding various work environments and equipment in the office as well as ergonomic solutions for various office work environments will also be discussed as well as the correct or acceptable way of communicating on the Internet. Pre: None (1 credit lec, 1 credit lab)

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 lec)

OA 165 WORKPLACE ETHIS AND CONDUCT (3)
This course provides the opportunity for students to understand ethical conduct at work by employees, administrators and employers. Topics such as sexual harassment, employee theft, discrimination, diversity, substance abuse, appropriate dress, communication, business ethics, and abuse of power will be discussed. Students learn the importance of establishing personal and professional ethical standards so people can work together in a safe and productive environment. The challenges of formulating these standards due to personal and cultural differences will also be covered. Pre: EN112 (3 credits lec)

OA 210 DOCUMENT PROCESSING (3)
This course provides simulated document processing in the workplace using Microsoft Office applications as well as further develop 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: IT105 and OA110 (3 credits lec)

OA 211 BUSINESS COMMUNICATION (3)
This course is designed to achieve 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: favorable, unfavorable, persuasive, and goodwill. Students will also prepare memos, job application letters and resumes. Pre: IT100 (3 credits lec)

OA 220 ADMINISTRATIVE AND OFFICE MANAGEMENT (3)
This course is designed to study the basic principles of office management including the areas of recruiting and orienting the office staff, supervising, evaluating and promoting/demoting office personnel, communicating effectively with staff and building office relationships to encourage teamwork. The importance of an effective office layout, typical office protocols, and conducting business meetings effectively will also be covered. Pre: OA105 and OA165 (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: OA112, IT100 and BA130 (3 credits lec)

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: Program completion evaluation (4 credits internship)

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: EN109 and EN112 (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: EN109 and EN112 (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: BP115 (2 credits lec, 1 credit lab)

PALAUAN (PW)

PW 101 CONVERSATIONAL PALAUAN (3)

This basic course provides practice in Palauan conversation. It enables students to understand basic vocabulary and simple sentence structures and to carry on basic conversations. Students will practice acceptable pronunciation and will learn and apply common phrases used 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: EN109 and EN112 (3 credits lec)

PW 119 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: PW101 or fluency in the Palauan language (3 credits lec)

PW 189 PALAUAN LITERATURE (3)

This course is an introduction to various works of literature in Palau, including *cheldecheduch*, *chelitakl*, and *ngloik*. Students will receive an overview of these different literary works, explore how they reflect traditional Palauan cultural values and changes, and compare/contrast them to selected works from other Pacific Islands. Students will keep a journal as they identify and respond to cultural/societal values and changes depicted in these texts and write a critical essay at the end of the semester. Pre: EN109 and EN112 (3 credits lec)

PW 223 ECONOMY OF PALAU (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 explain how both economic systems could/could not work together in Palau. Pre: EN109 and EN112 (3 credits lec)

PW 225 PALAUAN 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: EN109 and EN112 (3 credits lec)

PW 227 CONSTITUTION OF PALAU (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 the constitutional issues with other countries such as the U.S., Australia, Japan, and Great Britain. Pre: EN109 and EN112 (3 credits lec)

PW 240 FIELD STUDIES: TRADITIONAL FIELD APPLICATION (4)
Selected topic(s) will be researched and recorded on paper and through transcripts. Through field trips, observations, interviews discussions and/or application, students will become familiarized with selected study topic(s). Prerequisites: EN219, PW105, PW119, PW189, PW223, PW225 and PW227 (4 credits internship)

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: EN109 and EN112 (3 credits lec)

SCIENCE (SC)

SC 103 INTRODUCTION TO ENVIRONMENTAL SCIENCE (4)
This course is an introduction to environmental science. It is designed to give students a basic understanding of the Earth's life-supporting, ecological systems and the threats to those systems. Students will learn to determine and analyze human impacts to natural environmental systems and identify and differentiate between different types of pollution sources and their environmental impacts. Pre: None (3 credits lec, 1 credit lab)

SC 109 PRINCIPLES OF BIOLOGY I (4)
This is the first semester of a two semester course that covers cells and molecular biology, generics, evolution, and the origin and history of life on earth. Pre: None (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: SC109 (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: MA103 and EN100 (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: SC119 with a grade of C or better (3 credits lec, 1 credit lab)

SC 159A ANATOMY & PHYSIOLOGY I (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 of the cell. 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 students understands microscopic anatomy by using the microscope. The last part of the lab will focus on the human skeleton. Students will know all the bones of the human body, how they articulate with each other and special features of each bone. Pre: None (3 credits lec, 1 credit lab)

SC 159B ANATOMY & PHYSIOLOGY II (4)

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. Students will acquire knowledge about reproductive biology and the eleven major organ systems of the body. During lecture, charts, models and demonstrations will be used to help explain concepts. Focus is on the organization levels of organs, organ systems and the organisms. During laboratory, using charts and models, students will identify all organ systems of the human body. Students will also acquire knowledge in testing physiological functions and knowledge in identifying specific tissue types for each system. Pre: SC159A (3 credits lec, 1 credit lab)

SC 160 GENERAL CHEMISTRY I (4)

This course is the first part of a two-semester course that covers fundamental principles in chemistry. This course provides the beginning student with an adequate foundation in the fundamentals of chemistry. Topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, solutions, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, and an introduction to thermodynamics. Laboratory investigations are an integral part of this course and reinforce fundamental principles of general chemistry, introduction of the scientific method, experimental design, data collection and analysis, and preparation of laboratory reports. Pre: SC119 with a grade of C or better (3 credits lec, 1 credit lab)

SC 161 GENERAL CHEMISTRY II (4)

This course is the second part of a two-semester course that covers fundamental principles in chemistry. This course provides the beginning student with an adequate foundation in the fundamentals of chemistry. Topics include, to some details, properties of gases, liquids, and solutions, chemical kinetics, chemical equilibria, descriptive inorganic chemistry, and an introduction to organic chemistry and biochemistry of the four major macromolecules in human body. Laboratory investigations are an integral part of this course and reinforce fundamental principles of general chemistry, introduction of the scientific method, experimental design, data collection and analysis, and preparation of laboratory reports. Pre: SC160 with a grade of C or better (3 credits lec, 1 credit lab)

SC 190 INTRODUCTION TO MARINE SCIENCE (4)

The purpose of this course is to provide an overview of the marine environment. It introduces general theory and principles in marine science covering the biological, chemical, geological and physical characteristics of the marine environment. Laboratory investigations of selected topics in the course content, which also include the use of scientific method, measurement, laboratory apparatus, and safety procedures, are an integral part of this course. Pre: SC109 and SC120 (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 in 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: SC119 and MA112 (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 in 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, and nuclear applications. Pre: SC205 and MA221 (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: SC109 or SC159A (3 credits lec, 1 credit lab)

SC 239 NATURAL HISTORY OF PALAU (4)

This course is about the natural environment of Palau. It introduces the student to the geological formation of the islands of Palau, the significance of oceanic distance between Palau islands and its neighboring islands and continents, and how it influences migration and immigration of terrestrial and marine organisms between islands. Students will better understand and develop appreciation of the importance of the major terrestrial and marine ecosystems to Palau's environment and culture. Students become aware of how island ecosystems function, and more importantly, how they are all interconnected. Through field observations, students gain knowledge and skills in identifying, by their scientific names, of some of the common terrestrial and marine flora and fauna of Palau. Students become aware of the richness of Palau's biodiversity by participating in simple field surveys and monitoring techniques. Through library research, online searches using search engines, and interviews with local experts, students increase their knowledge of some of Palau's indigenous, introduced, and endemic species. Students construct public education awareness power point presentations on selected flora and fauna of Palau, proposing practical solutions to conserve and protect Palau's biodiversity, and present to their peers. Pre: Reading level of 8th grade or higher or EN109 and IT100 (3 credits lec, 1 credit lab)

SC 249 ENVIRONMENTAL CONCEPTS AND ISSUES (4)

This course introduces students to fundamental ecological concepts, how we interact with the Earth, and how we deal with environmental problems we face. Lectures and assignments give overviews of the major ecosystems on Pacific islands, their values, and environmental threats in the 21st century including global climate change, biodiversity, land use, waste management, and sustainability of resources. This course involves developing skill to analyze information and ideas, judge their validity and reliability, and make decisions. Students are required to apply critical thinking skills to distinguish between facts and opinions, evaluate evidence and arguments, take and defend informed positions on issues (local, regional, & global), integrate information and see relationships, and apply knowledge to dealing with new and different problems, and our lifestyle choices. Students will be required to undertake a research project and write a scientific research paper using the present MLA writing guidelines. Pre: EN112 (3 credits lec, 1 credit lab)

SC 270 FIELD STUDIES (4)

This course engages students in the practical application of relevant and acceptable scientific surveying techniques to test a hypothesis or solve a problem. Students, under the mentorship of a scientist, researcher, or an instructor-designated expertise in the field of inquiry, will recognize a current environmental concern, design an experiment to test a hypothesis concerning the problem, gather, process, and analyze data, and report results and findings in a written paper following set writing standards, and give a presentation of findings to peers, faculty, and relevant audiences. Pre: Program Completion Evaluation (4 credits internship)

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 in order to break in engines and test engine repairs.. Pre: None (2 credits lec, 1credit 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 shop 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 engines including the charging circuit, starting circuit and ignition circuit. Theories of operation and maintenance/repair are discussed and applied. Pre: SE112 and SE113 (2 credits lec, 1 credit lab)

SE 123 OUTBOARD FUEL & CARBURETION SYSTEMS (3)
This course covers functions, maintenance, and service of fuel tanks, pumps, carburetors, intake manifolds, flame arresters, filters and fuel injection systems used in marine engines. Pre: SE112 and SE113 (2 credits lec, 1 credit lab)

SE 124 OUTBOARD COOLING SYSTEM (3)
This course covers the principles of operation of the outboard cooling system, troubleshooting of cooling systems and the service, maintenance, removal, repair and re-installation of all cooling system components. Pre: SE112 and SE113 (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: SE122 (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: SE122 (1 credit lec, 2 credits lab)

SE 221 ADVANCED MAINTENANCE AND REPAIR (2)
Advanced maintenance and repair skills are developed in all aspects of a real-life shop situation by further developing skills from previously studied courses. This course also includes dealing with customer problems, shop practices and procedures, tune-up and troubleshooting techniques, and installing motors and accessories. Emphasis is placed on simulated work situations. Formerly titled General Laboratory. Pre: SE212 and SE213 (1 credit lec, 1 credit lab) Formerly titled General Laboratory

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 students 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: SE122 (2 credits lec, 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: Program completion evaluation (4 credits internship)

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: None (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: EN109 and EN112 (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: EN109 and EN112 (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: EN109 and EN112 (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: EN109 and EN112 (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: EN109 and EN112 (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: EN109 and EN112 (3 credits lec)

SS 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: EN109 and EN112 (3 credits lec)

SS 203 COMPARATIVE GOVERNMENT (3)
The course emphasizes developing the students' comparative and analytical skills and abilities in regards to the comparison of various nations and their governments. It introduces students to the exploration and comparison of the functions, policies, processes, and structures of the governments of some major nations. Also included will be developing nations such as the Republic of Marshall Islands, Federated States of Micronesia, and the Republic of Palau. Pre: EN109 & EN112 (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: None (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: EN109 and EN112 (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: EN109 and EN112 (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 lec)

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)

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: TH100 (2 credits lec, 1 credit lab)

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: TH101 (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: TH101 (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 TH104 Open Water Dive 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: TH104 (1 credit lab.)

TH 210 HOUSEKEEPING MANAGEMENT (3)
This course presents a systematic approach to managing housekeeping operations in the hospitality industry. The various areas of responsibility will be presented with both managerial and technical skills demonstrated and practiced. Pre: TH100 (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: TH100 and BA130 (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: TH100 (3 credits lec)

TH 218 FOOD AND BEVERAGE COST CONTROL AND PURCHASING (3)
This course covers the principles and procedures involved in an effective control and purchasing system, including standard determination, the operating budget, cost volume profit analysis, income and cost control, menu pricing, purchasing, labor cost control and computer application. Pre: TH201 (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: EN109 and EN112 (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: Program completion evaluation (4 credits internship)

TH 224 INTERNSHIP–HOTEL OPERATIONS (4)
Same as TH223

TH 225 INTERNSHIP-TOUR SERVICES (AAS) (4)
Same as TH223

TH 226 INTERSHIP-TOUR SERVICES (AS) (4)
Same as TH223

TH 227 INTERSHIP-HOSPITALITY MANAGEMENT (4)
Same as TH223

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: None (2 credits lec, 1 credit lab)

WELDING (WE)

WE 110 GAS WELDING AND CUTTING (3)
This course provides an introduction to the safe operation of gas welding equipment and instruction in the fundamentals of fusion welding of ferrous metals in various positions. Pre: None (2 credits lec, 1 credit lab)

CONTINUING EDUCATION NON-CREDIT COURSES

ART AND DESIGN TRAININGS-CLASSES

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 hrs.)

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 hrs.)

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 life, 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 hrs.)

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 hrs.)

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 learned 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 hrs.)

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 hrs.)

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 hrs.)

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 hrs.)

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 hrs.)

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 hrs.)

ADT 012 PANDANUS LEAVES WEAVING

Upon completion of this training, participants will learn how to weave, learn the various tools for weaving, learn how to select good pandanus leaves for weaving, preparation of the leaves using the sun's heat, preparing the leaves by cutting out the sharp edges, and splitting the leaves into different sizes for different kinds of weaving such as baskets, hats, mats, and more. (Contact Hours: 36 hrs.)

ADT 013 BASKET WEAVING USING COCONUT LEAVES

Upon completion of the training, participants will have learned how to weave baskets using coconut leaves. Participants will learn how to select good coconut leaves, preparing them for weaving using the sun's heat, and also learn different types of basket weaving. (Contact Hours: 36 hrs.)

ADT 014 KUMADE (BAMBOO RAKE) CONSTRUCTION

Upon completion of this training, participants will learn how to make Kumade (Bamboo Rake) by learning to select good bamboo for rake handles, preparation of the rakes by learning how to cut, bend, and tie the rake together using wires. Participants will learn the tools used for this kind of trade including maintaining the tools in good condition. (Contact Hours: 36 hrs.)

ADT 015 MESAKT A BRER (BAMBOO RAFT)

Upon completion of this course, the student is expected to have gained some knowledge of the raw materials and native tools required in traditional Palauan Raft using bamboo; knowledge of the stages of traditional bamboo raft from materials preparation to the planning in the actual making of a bamboo raft; ability to perform, according to traditional standards, the individual tasks required in the preparatory stages of traditional raft.

ADT 016 BASKET WEAVING USING VINES

This course introduces students to traditional Palau basket weaving, utilizing vines (ngidech) to make certain household baskets (zaru) according to traditional standards. Upon completion of this course, student is expected to be able to identify vines (ngidech) among many vines in the forest; be able to differentiate between mature and young vines (ngidech); be aware of typical local habitats for the vines (ngidech); know the respective tasks required to be done in traditional basket (zaru) weaving, utilizing vines (ngidech or churul a dui).

BUSINESS TRAINIGNS-CLASSES

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 hrs.)

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 hrs.)

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 hrs.)

COMPUTER TRAININGS-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 have thorough knowledge of correct typing and formatting techniques. (Contact Hours: 20 hrs.)

CC 002 QUICKBOOKS

Upon completion of this training students have acquired skills and knowledges of setting up their company on QuickBooks and navigate the various features and tools on QuickBooks. Participants will learn to setup their accounts, customers, vendors, and employees. General information about using QuickBooks in their business operations and hands-on exercises are included in the workshop. (Contact Hours: 10 hrs.)

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 hrs.)

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 hrs.)

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 hrs.)

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 hrs.)

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 hrs.)

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 hrs.)

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 hrs.)

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 hrs.)

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 hrs.)

CONSTRUCTION

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 hrs.)

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. Hands on practicum hours will be included. (Contact Hours: 28 hrs.)

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. Hands on practicum hours will be included. (Contact ours: 32 hrs.)

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. Hands on practicum hours will be included. (Contact Hours: 10 hrs.)

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. Hands on practicum hours will be included. (Contact Hours: 10 hrs.)

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. Hands on practicum hours will be included. (Contact Hours: 10 hrs.)

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. Hands on practicum hours will be included. (Contact Hours: 10 hrs.)

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. Hands on practicum hours will be included. (Contact Hours: 5 hrs.)

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. Hands on practicum hours will be included. (Contact Hours: 10 hrs.)

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 of 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 030 CONSTRUCTION SAFETY, TOOLS, AND EQUIPMENT

Upon completion of this training, the trainee will have the basic technical skills and knowledge of hand tools and power tools used in construction work. They will also have the technical skills and knowledge necessary to effectively perform layout, measurement, cutting, fastening, and finishing operations. Maintenance of tools and equipment will be addressed. Safe use of tools will be stressed. Hands on practicum hours will be included. (Contact Hours: 64 hrs.)

CON 031 SITE PREPARATION, FOOTING AND FOUNDATION, & BASIC LEVELING

Upon the completion of this training, the trainee will acquire the basic knowledge to perform preparation and layout as well as footing and foundation. The trainee will also have acquired the basic knowledge and understanding of how to use instruments of leveling. The metric system, the proper way to use instruments, how to measure height and distance, and what a benchmark is are all covered as well. Hands on practicum hours will be included. (Contact Hours: 80 hrs.)

CON 032 PLASTERING AND BLOCK LAYING

Upon the completion of this training, the trainee will acquire the basic skills and knowledge in the proper use of plastering tools, mortar mixing, plastering guides, and plastering techniques. In addition, the trainee will acquire the basic skills and knowledge in the erection of story poles, making course heights on story poles, setting lines, mixing mortar, and laying blocks. Hands on practicum hours will be included. (Contact Hours: 16 hrs.)

CON 033 CEMENT MIXING AND BASIC MASONRY

Upon the completion of this training, the trainee will acquire the basic skills and knowledge in mixing operations, placing finishing operation, and curing concrete. In addition, measuring, basic plan reading, estimation and masonry skills will be covered. Hands on practicum hours will be included. (Contact Hours: 100 hrs.)

CON 034 PLUMBING MAINTENANCE AND REPAIR

Upon the completion of this training, the trainee will acquire the basic knowledge and skills to be able to locate and clear a stoppage in a plumbing drain waste system. Hands on practicum hours will be included. (Contact Hours: 40 hrs.)

CON 035 SERVICE LEARNING/PRACTICUM

This course provides the student practical training in construction work. With the assistance of the 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 (Contact Hours: 80 hrs.)

ENVIRONMENTAL TRAININGS-CLASSES

ENV 001 IDENTIFYING PALAUAN MANGROVE TREES

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

ENV 002 ECOLOGICAL MONITORING OF MARINE PROTECTED AREAS

Upon completion of this training, the students will be able to demonstrate understanding of the purpose of ecological monitoring and list the objectives of the ecological monitoring, list what to do before conducting ecological monitoring and develop a sampling design, list the selected ecological indicators to measure the effectiveness of MPA's, describe all the measurable ecological indicators and survey methods used for each of them, collect all measurable ecological indicators data in the fields and describe the process of data management (data entry, storage and basic analysis) (Contact Hours: 60 hrs.)

HOME ECONOMICS TRAINING-CLASSES

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 hrs.)

LANGUAGE TRAININGS-CLASSES

LC 001 BASIC PALAUAN

Upon completion of this class, the participants will be able to understand and converse in simple daily conversational Palauan. (Contact Hours: 36 hrs.)

LC 002 ADVANCED PALAUAN

Upon completion of this class, the participants will be able to understand and converse in Palauan with more fluency. Pre: Basic Palauan (Contact Hours: 36 hrs.)

LC 003 BASIC MANDARIN (CHINESE)

Upon completion of this class, the participants will be able to understand and converse with customers in basic daily conversational Chinese. (Contact Hours: 36 hrs.)

LC 004 ADVANCED MANDARIN

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 hrs.)

LC 005 JAPANESE

Upon completion of this class, the participants will be able to understand and converse with customers in basic daily conversational Japanese. (Contact Hours: 36 hrs.)

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 hrs.)

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 hrs.)

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 hrs.)

LC 010 PALAUAN ORTHOGRAPHY AND GRAMMAR

The purpose of this class is to teach Palauan Orthography and Grammar. These concepts will be taught through reading and writing exercises. It is designed for student with sufficient knowledge of the language's orthography and grammar.

MATH AND ENGLISH TRAININGS/CLASSES FOR ADULTS

MEA 003 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 hrs.)

MEA 007 SHOP ENGLISH

Upon completion of this training, the trainee will have the basic writing skills and knowledge necessary to fill out work related forms. Students will also acquire shop/trade related vocabulary and have practice with reading parts catalogs and manuals. (Contact Hours: 30 hrs.)

MEA 008 SHOP MATH

Upon completion of this training, the trainee will have the basic math skills and knowledge necessary for mathematical application in the construction and/or mechanic trade areas. (Contact Hours: 50 hrs.)

MANAGEMENT TRAININGS/CLASSES

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 hrs.)

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 hrs.)

OFFICE SKILLS TRAININGS/CLASSES

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 hrs.)

OS 002 HOW TO TAKE MEETING MINUTES

Upon completion of this class, the participants will be able to take effective meeting minutes. The course will cover formats, styles, and techniques. (Contact Hours: 4 hrs.)

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 hrs.)

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 hrs.)

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 hrs.)

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 hrs.)

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 hrs.)

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 equipment, documents, and methods of evaluation. (Contact Hours: 20 hrs.)

OS 009 EFFECTIVE COMMUNICATION

Upon completion of this training, the participants will have a better understanding of effective communication and how to make communication more effective and what not. Participants will learn the principles of communication with respect to cultural influences and meaning, values, attitude, behavior, and more. (Contact Hours: 4 hrs.)

OS 010 ATTITUDE

Upon completion of this training, the participants will be able to understand what attitude is and how it affects our behavior. Participants will also learn to assess their own attitude to determine how it can affect the relationship in a social environment if it is not positive. (Contact Hours: 4 hrs.)

NAVIGATION AND SAFETY TRAININGS/CLASSES

NST 101 MARITIME OBSERVERS 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 hrs.)

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 hrs.)

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 hrs.)

PALAUAN HERITAGE AND CULTURE TRAININGS/CLASSES

PHC 003 OMESUBEL A BAI

Upon the completion of this training, the participants will be able to demonstrate their skills in basics of the Palauan Bai that include naming different parts and functions of the Bai and the importance of the Bai to Palauan society and traditions. (Contact Hours: 40 hrs.)

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 011 (BOID) PALAUAN CHANTS

Se el bo el merek tia el omesuub, e a chad el milsuub a mla mo er ngii a klaodengei er ngii er a teletelel a Boid e mla mo meduch el ouBoid. Tiang a uldimukl er ngii a belkul a derta el Boid, teletelel a domuchel a Boid, delecherul a Boid, me a omengiteklel a Boid me a derta el chimal a Boid. (Contact Hours: 40 hrs.)

Upon completion of this course, participant should have an understanding of the use and purpose of the chants, lyrics, the meanings and implication of each words and how to sing them. Each student will have learned as many as 20 chants throughout the course. (Contact Hours: 40 hrs.)

PHC 012 (REBETII) PALAUAN CHANTS

Se el bo el merek tia el omesuub, e a chad el milsuub a mla mo er ngii a klaodengei er ngii er a teletelel me a omengiteklel a Rebetii. Tiang a uldimukl er ngii a belkul a derta el Rebetii, teletelel a omengiteklel a Rebetii, delecherul a Rebetii me a chimal a derta el Rebetii. (Contact Hours: 40 hrs.)

Upon completion of this course, participant should have an understanding of the use and purpose of the chants, lyrics, the meanings and implication of each words and how to sing it. Each student will have learned as many as 20 chants throughout the course. (Contact Hours: 40 hrs.)

PHC 013 (CHESOLS) PALAUAN CHANTS

Se el bo el merek tia el omesuub, e a chad el mesuub a mla mo er ngii a klaodengei er ngii er a teletelel a Chesols e mla mo meduch el mengesols. Tiang a uldimukl e er ngii a belkul a derta el Chesols, teletelel a domuchel a Chesols, delecherul a Chesols, me a omengiteklel a Chesols. (Contact Hours: 40 hrs.)

Upon completion of this course, participant should have an understanding of the use and purpose of the chants, lyrics, the meanings and implication of each words and how to sing it. Each student will have learned as many as 20 chants throughout the course. (Contact Hours: 40 hrs.)

PHC 014 (DELANG) PALAUAN CHANTS

Se el bo el merek tia el omesuub, e a chad el mesuub a mla mo er ngii a klaodengei er ngii er a teletelel a Delang e mla mo meduch el oudelang. Tiang a uldimukl er ngii a belkul a derta el Delang, teletelel a domuchel a Delang, delecherul a Delang, me a omengiteklel a Delang. Contact Hours: 40 hrs.)

Upon completion of this course, participant should have an understanding of the use and purpose of the chants, lyrics, the meanings and implication of each words and how to sing it. Each student will have learned as many as 20 chants throughout the course. (Contact Hours: 40 hrs.)

PHC 016 UCHELEL BELAU (STORY IN ART)

Upon completion of this course, student is expected to be able to color selected posters depicting the mythical origin and history of ancient Palau (Uchelel Belau); Discuss the legendary/mythical origin of Palau using the posters he/she colored as reference; discuss the legendary/mythical history of ancient Palau using the poster he/she colored as reference. (Contact Hours: 40 hrs.)

PHC 017 UCHELEL BELAU (MYTHOLOGY)

Upon completion of this course, student is expected to be able to narrate the legend Uchelel Belau, whether orally or in writing; discuss and related important events to the traditional and customary practice of Palau today; identify major events, places, characters and value in the legend; discuss how Palau society reflects the legend, Uchelel Belau in its values and practice; portray the major events of the legend through play/skit. (Contact Hours: 40 hrs.)

PHC 018 INTRODUCTION TO PALAU'S WILDLIFE

Upon completion of this course, the student is expected to understand the local necessity of proper management/conservation of wildlife on land, sea and air to avoid irreversible consequences; be aware of the common ways/means of local wildlife management/ conservation, including proper/controlled usage and systematic regulation; know the native names and general habitats of common local wildlife resources on land, sea and air; know the native names and general characteristics of the different terrains/parts of the land and sea; know the Palauan names and general characteristics of the moon's different phases (Contact Hours: 40 hrs.)

PHC 019 IDENTIFY FLORA AND USAGE IN PALAU

Upon completion of this course, student is expected to be aware of the traditional usages of specific native plants for medicinal purposes, house building, and watercraft construction; know the Palauan names and general habitats of these native plants resources; know the general characteristics that differentiate native plants resources endemic to the different local terrains/habitats, including keburs, ked, oreomel, and chelebacheb; be aware of specific invasive plants that are now locally prevalent and significantly problematic; and be aware of specific local plants that are significantly poisonous/toxic. (Contact Hours: 40 hrs.)

PHC 020 CULTURAL PERFORMING ARTS: DELAL A NGLOIK (TRADITIONAL WOMEN DANCE)

Upon completion of this course, the student is expected to know the four fundamental types of Palauan women's traditional group dance (ocharou, delal a ngloik, chelchedal a ngloik, and belulechab) and their respective integral (merodel er a chelitakl, oldiu er a ngloik, mengeseb er a chelitakl and melemotem); be able to perform the four fundamental types of Palauan women's traditional group dancing and their respective integral components according to traditional standards; know the words to and the meaning of selected traditional Palauan songs/chants commonly used in Palauan women's traditional group dancing. (Contact Hours: 40 hrs.)

PHC 020 CULTURAL PERFORMING ARTS: RUK (TRADITIONAL MEN DANCE)

Upon completion of this course, student is expected to know the legend of Terebkul as he and his warriors conquered Ulong island and its legendary leader Osilek; know the required costume and adornments (usaker, usm, meolt, protech, biskang) and be able to prepare and apply them according to established standards; know the words to the Terebkul war song; be able to perform the Terebkul war dance and its integral components, including the war song, according to established standards. (Contact Hours: 40 hrs.)

SPORTS FISHING & DIVING TRAININGS/CLASSES

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 hrs.)

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 hrs.)

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 hrs.)

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 10 and Microsoft Office, which includes Word, Excel, Access and Power Point. Pre: Keyboarding. (Contact Hours: 40 hrs.)

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 hrs.)

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 hrs.)

SKP 006 MATH

Upon completion of this training, the student will have improved his/her understanding of basic mathematics which includes 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 hrs.)

SKP 007 BASIC ARTS

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

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 hrs.)

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, Ymesei Ezekiel and his compositions and Mozart; songs in Palauan, English, and Japanese; singing in harmony, and music appreciation. (Contact Hours: 40 hrs.)

SKP 012 ENGLISH READING AND WRITING

Upon completion of this course, the student will be able to organize through and ideas: brainstorming, cluster map, webbing, story map; understanding the components of the story in a personal narrative: title, author, illustrator, beginning-middle-ending; character analysis: identify the writing; mechanics: quotation marks; identify the main idea and supporting details: topic sentence, details, concluding sentences. (Contact Hours: 40 hrs.)

TECHNICAL TRAININGS/CLASSES

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 hrs.)

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. Hands on practicum hours will be included. (Contact Hours: 60 hrs.)

TT 005 BASIC SMALL ENGINES

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, tiller machines, trimmers, water pressure machines and motorcycles. Hands on practicum hours will be included. (Contact Hours: 80 hrs.)

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. Hands on practicum hours will be included. (Contact Hours: 80 hrs.)

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 hrs.)

TT 008 OUTBOARD MOTOR TRAINING

Upon completion of this training, the trainee will have acquired the basic knowledge and understanding of outboard motors and be able to perform basic maintenance and troubleshooting. Safe operation of motor boats will also be covered and hands on practicum hours will be included. (Contact Hours: 40 hrs.)

TT 009 BASIC AUTO BODY REPAIR

Upon completion of this training, the trainee will have acquired the basic skills and knowledge of basic auto body repair. Hands on practicum hours will be included. (Contact Hours: 40 hrs.)

TT 010 AUTO BRAKES SERVICE

Upon completion of this training, the trainee will have acquired the basic skills and knowledge to service hydraulically operated car brakes. Hands on practicum hours will be included. (Contact Hours: 30 hrs.)

TT 012 VEHICLE PREVENTIVE MAINTENANCE

Upon completion of this training, the trainee will have acquired the basic skills and knowledge to operate light duty vehicles classified under Palau Public Safety restriction code A to C and comply with local traffic rules and regulations. Preventive maintenance will also be covered and hands on practicum hours will be included. (Contact Hours: 40 hrs.)

TT 013 POWER TRAIN SERVICING

Upon completion of this training, the trainee will have acquired the basic skills and knowledge to service power train components. Preventive maintenance and hands on practicum hours will be included. (Contact Hours: 40 hrs.)

TT 014 DIESEL ENGINE PREVENTATIVE MAINTENANCE

Upon completion of this training, the trainee will have acquired the basic skills and knowledge related to proper operation and maintenance of a diesel engine vehicle with emphasis on preventive maintenance. Hands on practicum hours will be included. (Contact Hours: 60 hrs.)

TT 015 BASIC OUTBOARD ENGINES

Upon completion of this training, the trainee will have acquired the basic skills and knowledge related to relating to repair and maintenance of basic outboard engines. Hands on practicum hours will be included. (Contact Hours: 80 hrs.)

TT 016 SUSPENSION AND STEERING SERVICING

Upon completion of this training, the trainee will have acquired the basic skills and knowledge to service auto suspension and steering components. Preventive maintenance and hands on practicum hours will be included. (Contact Hours: 60 hrs.)

TT 017 BASIC AUTOMOTIVE ELECTRICAL SERVICING

Upon completion of this training, the trainee will have acquired the basic skills and knowledge of testing and repair of batteries, charging and starting systems, computerized engine controls, and electrical accessories. Preventive maintenance and hands on practicum hours will be included. (Contact Hours: 100 hrs.)

TT018 REFRIGERANT SAFETY, TOOLS, AND EQUIPMENT

Upon the completion of this training, the trainee will acquire the basic knowledge and skills to be able to apply refrigeration shop safety and regulations and use equipment and tools properly. Hands on practicum hours will be included. (Contact Hours: 40 hrs.)

TT019 AIR CONDITIONING INSTALLATION

Upon the completion of this training, the trainee will acquire the basic knowledge and skills to be able to install both split unit and window unit air conditioners. Hands on practicum hours will be included. (Contact Hours: 40 hrs.)

TT020 AIR CONDITIONING MAINTENANCE AND REPAIR

Upon the completion of this training, the trainee will acquire the basic knowledge and skills to be able to perform simple maintenance and repair for both split unit and window unit air conditioners. Hands on practicum hours will be included. (Contact Hours: 40 hrs.)

TT 021 SERVICE LEARNING/PRACTICUM

This course provides the student with practical training in automotive mechanic technology. With the assistance of the 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 (Contact Hours: 80 hrs.)

OTHER TRAININGS & WORKSHOPS

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 hrs.)

OTW 003 REAL ESTATE APPRAISAL

Upon completion of this training, a trainee will have acquired basic knowledge and understanding of real estate appraisal. This course covers real estate, real estate appraisal, types of value, the real estate appraiser, classifications of real estate, eliminating value, assumptions and limiting conditions, market data analysis, and the appraisal report. (Contact Hours: 6 hrs.)

OTW 007 KOROR STATE TOUR GUIDE CERTIFICATION PROGRAM

This course covers the basics principles and values of tour guiding in the state of Koror. The course will cover the roles and responsibilities of a tour guide or tour guiding within the state of Koror, with special emphasis on the Rock Island Southern Lagoon and the UNESCO World Heritage Site. It will expose student/participants to the natural environment, traditional and contemporary culture, Palauan History, human safety, water safety, and the essential environmental regulations that all tour guides operating with the state of Koror should know. (Contact Hours: 8hrs)

OWT 008 MANGROVE CRAB HATCHERY

Upon completion of this training, students will be able to demonstrate the necessary skills and knowledge in the biology of mangrove crab, status of fisheries and mangrove crab hatchery, nursery and grow-out, criteria for collection of brood stock and spawners, brood stock management, spawning, egg incubation and hatching, identification of different stages of mangrove crab's embryonic development, identification of different stages of mangrove crab's larval development, counting/estimation of larvae, larval rearing of mangrove crabs, important water parameters, preparation of tanks for spawning larval rearing and nursery operations, natural food production (microalgae & rotifers), nursery of mangrove crab using outdoor tanks, nursery of mangrove crab in brackish water ponds, release of mangrove crab larval for stock enhancement and grow-out culture of mangrove crabs in brackish water pond and net pens inside the mangroves. (Contact Hours: 160 hrs.)

SP 001 SMARTPHONE BASICS

Upon completion of this training, the participants will be able to use smart phones to make calls, text, change ring/text tones, lock screen password, add/remove contact and use some of the pre-installed applications like camera and SHAREit. Students will also be introduced to the use of the Internet via Wifi network and Mobile network to download and update smartphones. (Contact Hours: 10 hrs.)

PUBLIC HEALTH CARE SERVICES

PHCS005 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 hrs.)

PHCS009 EFFECTIVE COMMUNICATION SKILLS

This class 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 hrs.)

PHCS 030 CAREGIVER TRAINING

Upon completion of this training, the participants will gain basic skills in care-giving services. It is to provide necessary skills that he/she needs in order to do his/her job easier as well as to ensure the harmony and comfort to the patient. Participants will gain some skills and understanding in normal aging, general principles in caring for the aged, cultural aspects of caregiving; understanding in gaiting and transferring patient and fall prevention; understanding of pain and symptoms management and managing difficult behaviors; activities of daily living – part I: dressing, bathing and grooming; activities of daily living – Part II: oral care, dental hygiene, nutrition and dining; wound care and bedsore prevention – anemia, diabetes, hypertension, UTI; Understanding in relieving caregiver and family stress and resources if elders in Palau; practicum (Contact Hours: 12 hrs.)

PHC 031 EMERGENCY MEDICAL TECHNICIAN TRAINING

Upon completion of this training, the participants will be able to understand the priorities of trauma management; be able to rapidly and accurately assess trauma patient's needs; be able to resuscitate and stabilize trauma patients; and to know how to organize basic trauma care in your hospital. (Contact Hours: 300 hrs.)

ADULT HIGH SCHOOL COURSES

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 hrs.)

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 hrs.)

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 hrs.)

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 hrs.)

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 understand some of the financial and legal aspects of employment. Pre: None (Contact Hours: 90 hrs.)

(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. 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 hrs.)

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. 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 reports and journal projects. Pre: Being able to read and write English with reasonable competency. (Contact Hours: 90 hrs.)

AHS 010 ENGLISH II

This course will cover the basics of paragraph and essay writing. 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. 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: EN I or Institutional TOEFL Practice Test Score of 500+. (Contact Hours: 90 hrs.)

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 hrs.)

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 hrs.)

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 hrs.)

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 hrs.)

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. 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 hrs.)

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 I.**. (Contact Hours: 90 hrs.)

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 in Track I**. (Contact Hours: 90 hrs.)

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. Students will be assisted with all the required college admissions forms and financial aid application forms. Students will also prepare for and take the Ability To Benefit (ATB) test. Pre: All other courses **in** the Track II program. (Contact Hours: 90 hrs.)

***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 ATB test.

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We pay Tribute to those who came before us.

In-Memoriam

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Supply Clerk

Amida, Simiko
Cook

Andrew, Vernice
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Anastacio, Juliana
Associate Professor, SS

Azuma, Jose S.
Assistant Professor, Welding

Baules, Ayano
Extension Specialist

Bruno, Kasilda
Dormitory Manager

Butelbai, Toiu
Cook

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Clerk Typist

Erungel, Takemura
Instructor, Electrical Technology

Erungel, Techeboet
Cook

Faungy, Ostenso
Security Service Officer

Florendo, Agustin
Operation & Maintenance Supervisor

Gabriel, Augusto
Maintenance Technician

Garcia, Soledad
Asst. Professor, Tourism & Hospitality

Higa, Shingei
Food Service Coordinator

Ikertang, Sue
Administrative Assistant

Ilapsis, Skebong
Food Service Supervisor

Imetengel, Evans
Counselor

Itpik, Ikloi
Cook

Iyekar, Isaac
Security Service Officer

Iyekar, Pasquana
Associate Professor, Education

Iyekar, Teddy
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Dean of Academic Affairs

Kloulechad, Harry
Dormitory Manager

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Houseparent

Littler, Michael
Business Manager

Llecholch, Rebecca
Cook

Lukas, Hana
Clerk Typist

Manabat, Jose
Maint. & Operation Supervisor

Marshall, Loretta
Instructor, English

Mengirarou, Yoichi
Maintenance Worker

Mersai, Midori
Instructor, English

Mobel, William
Assistant Professor
Blueprint Reading

Morei, Domingo
Instructor, Business

Ngirarorou, Ann Sabra
Secretary

Ngirchokebai, Daniel
Building Maintenance Supervisor

Ngirmekur, Reklai
Student Activities Specialist

Obeketang, Irene
Clerk Typist

Olegeriil, Rosania N.
Instructor, Dental

Olkeriil, Carlton
Cook

Olsingch, Toyoko
Cook

Omisong, Sikyang
Dormitory Manager

Ongklungel, Ayako
Houseparent

Orak, Obichang
Marine Extension Agent

Paulis, Elsie
Counselor

Recheungel, Bukurrow
Houseparent

Palik, Heinrich B.
Instructor, CJ

Philip, Joan
Instructor, Criminal Justice

Polloi, Isidoro
Instructor, Carpentry

Rdiall, Elia
Security Service Officer

Rengiil, Wilhelm R.
President

Rrull, Ngiruos
Houseparent

Santos, Bersik
Cook

Santos, Onesimo
Assistant Professor, Carpentry

Sebangiol, Murais
Heavy Equipment Operator

Sengebau, Sheree
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Food Service Coordinator

Shickich, John
Director, Physical Plant

Skang, Rosendo
Landscaper

Sugar, Peter
Instructor, Welding

Suta, Yosiro
Federal Programs Coordinator

Takada, Edmund
Account Technician

Taro, Thomas
Vice President,
Cooperative Research & Extension

Tesei, Hers
Student Service Coordinator

Tkebui, Iramk
Boat Operator

Tmilchol, Takeshi
Assistant Cook

Tomei, Belelai
Operation & Maint. Supervisor

Towai, Tony
Student Service Coordinator

Tuloi, Olowang
Cook

Ucherkemur, Nicholas
Media Assistant

Uehara, Dannies
Research Asst. /Extension Agent

Uehara, Edmund
Maintenance Technician

Umayam, Joe
Operation and Maintenance
Supervisor

Yalap, Marciano
Administrative Assistant

Retired Employees

Anastacio, Huan
Maintenance Technician

Azuma, Secundina O.
Learning Specialist

Besebes, Myorang
Secretary

Brel, Elenita
Work Study Coordinator

Camacho, Juan
Lead Cook

Del Rosario, Dr. Aurora
Researcher/Horticulturist

Dolmers, Keorung
Maintenance Technician

Edward, Marensia
Dean of Students

Gachalian, Alex M.
Associate Professor, Agriculture

Gibson, Sophia
College Nurse

Hanser, Don
MAP Coordinator

Idechong, Teory
Secretary

Ikeya, Virginia
Accounting Technician

Itelmong, Petrus
Security Guard Supervisor

Ito, Vincent
Curriculum/Student
Training Coordinator

Joseph, Lorenza
Accountant/Business Supervisor

Katosang, Mario
VP, Education & Training

Kiuluul, Besechel
Assistant Professor, Masonry

Kloulechad, Veronica
Assistant Project Director,
Talent Search

Kual, Miriam
Library Technician

Madlutk, Rehabeam
Maintenance Worker

Mangham, Laura
Project Director, Talent Search

Marero, Dr. Lydia M.
Researcher/Food Technologist

Matsutaro, Francis
President

Maui, Victoria
Associate Professor,
Tourism and Hospitality

Mesengei, Marianne
Administrative Assistant

Mobel, Anne
Accounting Technician

Mobel, Karen R.
Personnel Manager

Ngirachedeng, James
Assistant Professor,
Heavy Equipment & Diesel Mechanic

Ngiracheluolu, Midas
Security Service Officer

Ngiramolau, Angela
Lead Cook

Ngiratrang, Sebastian
Food Service Coordinator

Ngirngebedangel, Joshua
Small Engine Instructor

Oiterong, Baskasio
Associate Professor, Math

Omelau, Merelyne
Accounting Technician

Rechirei-Suta, Anita
Vice President, Cooperative
Research & Extension

Rekesiwang, Syozitaro
Security Officer

Vergara, Rogelio
Maintenance & Operation Supervisor

Saburo, Richard
Cook

Sadang, Elbuchel
VP, Administration

Saiske, Dilmei
Academic Counselor/Advisor

Sengebau, Veronica
Secretary

Sisior, Antonia
Lead Cook

Takeo, Ezra
Food Service Supervisor

Timarong, Alvina
Dean, Academic Affairs

Tutii, Josepha
Extension Agent
Uehara, Eugene
Auto-Mechanic Instructor

Ultirakl, Emma
Food Service Coordinator

Wally, William O.
Dean of Continuing Education

Walter, Mitsko B.
Work Study Coordinator

Wasisang, Toshiwo
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Faculty & Staff

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Director, Admissions & Records
BS; Business Management, 1980
Fort Wright College
Spokane, WA
MEd; Education Leadership, 2008
San Diego State University
San Diego, CA

Alexander, Grace
System Analyst
BS; Business Management, 1985
Northern State College
Aberdeen, SD

Alexander, Maurine
Counselor
BS; Administrative Systems, 1988
Northern State College
Aberdeen, SD
MEd; Education Leadership, 2003
San Diego State University
San Diego, CA

Anderson, Marie A.
Director, Human Resources Division
BA; Political Science, 1990
University of Hawaii at Hilo
Hilo, HI

Andrew, Evangeline
Associate Professor, English
BA; English, 1994
Brigham Young University, Laie, HI
MEd; Education Leadership, 2008
San Diego State University
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Asito, Pioria W.
Interim Director, Library Services
AS; Secretarial Science, 1998
AS; Business Accounting, 2001
AS; Library Science, 2008
Palau Community College
Koror, PW
BA; Interdisciplinary Studies, 2011
San Diego State University
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Bells, Samantha T.
Associate Professor, Criminal Justice
BA; Administration of Justice
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University of Hawaii at Hilo
Hilo, HI
MEd; Education Leadership, 2011
San Diego State University
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Instructor, Tourism & Hospitality
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BS; Mathematics, 1984
Marikina Institute Science & Technology
MA; Mathematics, 2004
Marikina Institute Science & Technology
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BS; Elementary Education
Toccoa Falls College
Toccoa Falls, GA
M.Ed; Education, 1985
North Georgia College & State University

Charles, Howard
Associate Professor, Music
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Point Loma Nazarene College
San Diego, CA
MEd; Education Leadership, 2008
San Diego State University
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Supply Clerk
AAS; Tourism & Hospitality/F&B, 2012
Palau Community College
Koror, Palau

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AS; General Electronics Technology, 1987,
Micronesian Occupational College
Koror, PW
BVE; Vocational Education, 2005
MEd; Education Leadership, 2008
San Diego State University
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Edesomel, Shelby
Secretary
Diploma, 2006
Mindszenty High School
Koror, PW

Emesiochel, Demy F.
Accounting Technician
AAS; Office Administration, 2012
AS; Business Accounting, 2015
Palau Community College
Koror, PW

Enano, Nobby H.
Instructor, Auto Mechanics
BS; Industrial Technology, 1992
University of Southeastern Philippines,
Davao City, PI

Fagolur, Bellarmino
Dormitory Manager
BA; Biblical Studies, 1992
Pacific Island Bible College
Barrigada, Guam

George, Nena H.
Instructional Assistant II
AAS; Agriculture, 2010
Palau Community College
Koror, PW

Gotlob, Kaleb
Lead Cook
Diploma, 2010
Palau High School
Koror, PW

Haruo, Harline
Personnel Manager
AA; Liberal Arts, 2000
Lassen Community College
Susanville, CA
AAS; Office Administration, 2012
Palau Community College
Koror, PW
BA; Interdisciplinary Studies, 2015
San Diego State University
San Diego, CA

Hinojales, Suzette G.
Instructor, Drafting/Computer Science
BS; Architecture, 2008
University of Santo Tomas
Manila, PI

Ignacio, Arlene
Instructor, Business Accounting
BBA; Marketing, 1997
University of Guam
Mangilao, GU
MEd; Education Leadership, 2011
San Diego State University
San Diego, CA

Ikertang, Frederick
Associate Professor, Agriculture
AS; Agriculture Science, 2001
Palau Community College
Koror, PW
BS; Agriculture Science, 2007
University of Hawaii at Hilo
Hilo, HI
MS; Soil Science, 2017
Central Luzon State University of Agriculture
Science City of Munoz, Nueva Ecija, PI

Jerry, Pauline
Administrative Assistant
AS; Office Administration, 2001
Palau Community College
Koror, PW

Katosang, Dahlia M.
Director, Financial Aid
BA; Business Administration, 1976
MA; Education, 1977
United States International University
San Diego, CA

Kawamura, Reiko
Instructor, Japanese Language
BS; Animal Science & Biotechnology, 1998
Azubu University,
Kanagawa-ken, JP

Kazuma, Clement
Director, Physical Plant
AS; Electrical Technology, 1988
Micronesian Occupational College
Koror, PW

Kodep,Tessmarie U.
Student Account Supervisor
AS; Office Administration, 2004
Palau Community College
Koror, PW
BS; Business Administration, 2008
Eastern Oregon University
La Grande, OR
MA; Education 2017
San Diego State University
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Kual, Hedrick
Counselor
BA; Biblical Studies, 2005
Pacific Island Bible College
Barrigada, GU

Ledgerwood, Danka
Associate Professor
Office Administration
BA; Journalism, 1986
Comenius University
MA; Journalism, 1993
Comenius University
Bratislava, SK

Lukas, Hulda
Dormitory Manager
CA; Secretarial Science, 1985
Micronesian Occupational College
Koror, PW

Mascardo, Frederick D.
Instructor, Business Administration
BS; Business Administration, 2010
Mindanao State University
General Santos City, PI
MS; Development Administration(MSDA)
University of Southeaster Philippines
Davao City, PI

Merong, Grace
Library Technician
CA; Office Administration, 2000
AAS: Library Science, 2010
Palau Community College
Koror, PW

Meteolechol, Cecil E.
Instructor, English
BA; English, 2015
University of Guam
Mangilao, GU

Meyar, Rennetta D.
Associate Professor, SS/English
AA; Liberal Arts, 2004
Palau Community College
Koror, PW
BA; Interdisciplinary Studies, 2008
MEd; Education Leadership, 2011
San Diego State University
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Mitchell, William T.
Associate Professor, English
BS; Business Management, 1979
Florida A&M University,
Tallahassee, FL
MA; Computer Resources and Information
Management, 1991
Webster University
St. Louis, MO

Morei, Elicita N.
Instructor, English & Palauan
BA; Social Science & Anthropology 1979
California State University, Chico
Chico, CA

Moses, Epimachus
Associate Professor, Math
BS; Mathematics, 1992
Oregon State University, Corvallis, OR
MS; Instructional Technology &
Telecommunication, 2002
Western Illinois University
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Nacionales, Crystal Jane Lomboy
Instructional Media Specialist
BS; Information Technology, 2014
Lorma Colleges
San Fernando City
La Union, PI

Ngirachitei, Ephraim
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BA; Social Science, 1982
Hawaii Pacific College
Honolulu, HI

Ngiraibai, Debbie O.
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AS; Business Accounting, 2002
Palau Community College
Koror, PW

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Instructor, CPH
BSW; Social Work, 2004
University of Guam
Mangilao, GU
MA; Education, 2017
San Diego State University
San Diego, CA

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Financial Aid Counselor
BA; Biology
University of Guam, 2008
Mangilao, GU

Ngiramengior, Todd N.
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AS; General Studies, 1980
Wabash Valley College
Mt. Carmel, IL
BS; Personnel Management, 1983
Eastern Illinois University
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Library Assistant
AAS; Library Science, 2010
Palau Community College
Koror, PW

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AA; Nursing, 1983
El Camino College
Torrance, CA
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International University of Phoenix

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Associate Professor, Science
BA; Biology, 1992
Park University
Parkville, MO

MEd; Education Leadership, 2008
San Diego State University,
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University of Hawaii at Manoa,
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Hawaii Pacific College
Honolulu, HI
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Lassen Community College
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Koror, PW

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University of Southern Philippines
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Xavier High School, 1997
Chuuk, FSM

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Mindszenty High School
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University of Hawaii at Hilo, 1991
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Knoxville College
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Palau Community College
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Director, Computer & Data Processing
BA; Mathematics, 1986
Asbury College
Wilmore, KY

Rivera, McKingstein
Cook
Diploma, 2009
Palau High School
Koror, PW

Roberto, Rilang
Counselor
Doctor of Medicine, 2017
I-Shou University, Kaohsiung, Taiwan

Salii, Uroi N.
Director of Finance
BS; Bus. Administration, 2006
University of Denver
Denver, CO
MBA; Bus. Administration, 2011
National Taiwan University
Taiwan, ROC

Salvador, Grace S.
Library Assistant
AS; Office Administration, 2005
AAS: Library Science, 2008
Palau Community College,
Koror, PW

Samil, Dilubch
Administrative Assistant
Diploma, 1983
Marianas High School
Saipan, CNMI

Santos, Rogelio
Instructor, Welding/Auto Body
BS; Industrial Education, 1980
Pangasinan State University
Dugupan City, PI
MS; Technician Education, 1987
Marikina Institute of Science & Technology
Marikina City, PI

Sara, Ligaya T.
Institutional Research Analyst
BS; Statistics, 2004
University of Southeastern Philippines
Davao City, PI

Skebong, O'Hara
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AAS; Construction Technology, 2013
Palau Community College
Koror, Palau

Tadao, Kesina K.
Accounting Technician – Payroll
AAS; Office Administration, 2013
AS; Business Accounting, 2015
Palau Community College
Koror, PW

Tadao, Tchuzie
Director, Development
BA; Sociology, 1995
University of Hawaii at Hilo
Hilo, HI
MA; Education, 2003
San Diego State University
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Belau Modekngei School
Ngatpang, PW
Hawaii Job Corps Culinary Arts, 2012
Honolulu, HI

Tellei, Frutoso
Instructor, Electrical Technology
AS; Electrical Technology, 2004
Palau Community College
Koror, PW
BA; Interdisciplinary Studies, 2012
San Diego State University
San Diego, CA

Tellei, Dr. Patrick U.
President
AS; Carpentry Technology, 1980
Micronesian Occupational College
Koror, PW
BA; Education, 1987
MA; Education, 1989
University of Hawaii at Manoa
Honolulu, HI
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University of San Diego
San Diego, CA

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State University of New York
Cortland, NY
MEd; Education Leadership, 2003
San Diego State University
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Thomas, Jefferson
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Micronesian Occupational College
AS; Office Administration, 2004
Palau Community College
Koror, PW

BA; Interdisciplinary Studies, 2015
San Diego State University
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Secretary
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Mindszenty High School
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Koror, PW

Ueki, Shelley R.
Counselor
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Eastern Washington University
Cheney, WA

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Adventist University
Silang, Cavite, PI

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Koror, PW
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AS; Elementary Education, 2005
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AAS; Auto Mechanic, 2019
Palau Community College
Koror, PW

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MA; General Electronics, 1990
Marikina Institute of Science and Technology
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Palau High School
Koror, PW

Yaoch, Johvanna
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BS; Computer Science, 2004
Eastern Oregon University
La Grande, OR
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California State University
Fullerton, CA

Yarofaisug, Marvin
Istructional Assistant
AAS; Small Engine, 2008
Palau Community College
Koror, PW

Yuji, Vernice
Associate Professor, Science
BS; Biological Science, 1990
California State University at Hayward
Hayward, CA
MEd; Education Leadership, 2008
San Diego State University
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Federal Programs

Andreas, Clara Maile
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BS; English, 1988
University of Hawaii at Hilo
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MA; Education, 2003
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Anthonio, Angelio
Academic Advisor/Counselor
BA; Political Science, 2001
University of Guam
Mangilao, GU

Belelai, Kuye
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BA; Psychology, 1978
University of Colorado
Boulder, CO
MS; Counseling & Psychology, 1980
California State University, Fullerton, CA

Borja, Thomas
Counselor
BS; interdisciplinary Studies, 2011
San Diego State University
San Diego, CA

Debelbot, Armstrong
BS; Business Administration, 1996
U.S International University
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Delos Santos, Miguel
Aquaculturist
BS; Fisheries in Aquaculture, 1992
Miag-ao, Iloilo, PI
MS; Ecological Marine Management, 2001
Vrije Universiteit Belgium (VUB)
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Ignacio, Keith
Administrative Assistant
AS; Secretarial Science, 1999
Palau Community College
Koror, PW

Imanuel, Hellen
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BS; Elementary Education, 1981
Crown College, St. Bonifacius, MN

Joseph, Jolene
Asst. Project Director, Talent Search
BBA; Business Administration, 2002
University of Guam
Mangilao, GU
MA; Education, 2017
San Diego State University
San Diego, CA

Kitalong, Dr. Christopher U.
Research/Extension Specialist
BS; Science-Business, 2002
South Bend, IN
MS; Pharmacalogy, Nat. Prod. Chemistry, 2007
Sugitani, Toyama JP
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The City University of New York
New York, NY
PhD; Biology, 2014
The City University of New York
New York, NY

Maech, Akilina
Administrative Assistant
AS; Early Childhood, 2003
AS; Special Education, 2004
Palau Community College
Koror, PW

Masami, Lyndon
Acting Director, R & D
AS; Environmental Marine Science, 2011
Palau Community College
Koror, PW

McKnight McArthur
Diploma, 2004
Palau High School
Koror, PW

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Clerk Typist
Diploma, 1989
Bethania High School
Ngaraard, PW

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CA; Agriculture, 1979

Micronesian Occupational College
Koror, PW

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Counselor
AS; Computer Information System, 1989
BA; Office Information System, 1992
Southern Adventist College,
Keene, TX

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Academic Counselor/Advisor
BA; Administration of Justice, 2004
University of Hawaii at Hilo
Hilo, HI
MA; Education, 2010
San Diego State University
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Rechelluul, Leilanie
Extension Agent
BA; Education, 1997
University of Guam, Mangilao, GU
MA; Education, 2010
San Diego State University
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Sengebau, Felix
Extension Agent/Research Assistant
Diploma, 1992
Mindszenty High School
Koror, PW

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Adult Education, Pre-GED, 2006
Ministry of Education
Koror, PW

Udui, Akiko S.
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AAS; Office Administration, 2009
AS; Information Technology, 2011
Palau Community College,
Koror, PW
BA; Interdisciplinary Studies, 2015
San Diego State University
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Wakakoro, Larry
Academic Coordinator/Advisor
BS; Elementary Education, 1990
Southwestern Adventist University
Keene, TX
MEd; Education Leadership, 2008
San Diego State University
San Diego, CA

Yamanguchi, Deidre E.
Instructor, English
BA; English Literature, 1995
Chico State University
Chico, CA
MA; English Literature, 2005
Sophia University,Tokyo, Japan

Yin Yin, Nwe
Agronomist
MS; Agri. Science (Horticulture), 2005
Yezin Agricultural University
Yezin,, Pyinmana
PhD; Biological Production Science, 2012
Tokyo University, Tokyo, JP

Limited-Term Staff

Albert, Didiich X.
Instructional Assistant, TH
Diploma, 2003
Palau High School
Koror, PW

Andrew, Cecilia
Secretary
Diploma, 2003
Bethania High School
Ngaraard, PW

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Library Assistant
AAS; Library Science, 2013
Palau Community College
Koror, PW

Costanza, Dedoscia
Secretary
AS; Business Accounting, 2019
Palau Community College
Koror, PW

Dingelius, Dawckins
Maintenance Helper
Diploma, 2004
PCC Adult High School
Koror, PW

Elab, Sonia
Secretary
AAS; THHO, 2017
Palau Community College
Koror, PW

Fagoireg, Joseph
Maintenance Worker
AAS; Auto Mechanic, 2017
Palau Community College
Koror, PW

Fahoyei, Jarquin
Security Service Officer
AAS; Construction Technology, 2018
Palau Community College
Koror, PW

Ford, Janyssa
Secretary
AA; Liberal Arts, 2015
Palau Community College
Koror, PW

Fritz, Leory
Field Assistant
Diploma, 1980
Ngeremlengui Elementary School
Ngaramlengui, PW

Hafilelbung, Albino
Maintenance Worker
AAS; Electronic Technology, 2016
Palau Community College
Koror, PW

Haleyalib, Helston
Library Assistant
AAS; Library Science, 2013
Palau Community College
Koror, PW

Inosencio, Taulima
Office Assistant
Diploma, 2017
Palau High School
Koror, PW

Ishim, Dilmeang
Financial Aid Technician
AS; Business Accounting, 2014
Palau Community College
Koror, PW

Isims, Quilva
Cook
Diploma, 1998
Palau High School
Koror, PW

Itiyangmal, Ervin
Maintenance Worker
AAS; Air Condition, 2018
Palau Community College
Koror, PW

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Field Assistant
GED, 2013
PCC Adult High School
Koror, PW

Joshua, Courtney T.
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AAS; Office Administration, 2012
Palau Community College
Koror, PW

Kibei, Luana
Library Assistant
Diploma, 2015
PCC Adult High School
Koror, PW

Kloulubak, Raven
Library Assistant
Diploma, 1990
AAS; Library Science, 2016
Palau High School
Koror, PW

Langbata, Kieo
Instructional Assistant
AS; Education – Secondary Education, 2019
Palau Community College
Koror, PW

Lucio, Eudora
Cook
CA; Criminal Justice, 2000
Palau Community College
Koror, PW

Madlutk, Drexler
Research Assistant
AAS; Agriculture, 2016
Palau Community College
Koror, PW

Madlutk, Duran
Research Assistant
AAS; Agriculture, 2017
Palau Community College
Koror, PW

Madrangchar, Connie
Field Assistant
GED, 2011
Ministry of Education
Koror, PW

Manzano, Eric
Architect/Structural Designer
BS; Architecture, 2008
University of the Philippines
Davao City, PI

Marino, Rodney
Research Assistant
Diploma, 2003
Belford High School
(Online High School)

Michael, Siliang
Security Guard
Diploma, 1985
Ngeremlengui Elem. School
Ngeremlengui, PW

Mochgel, M'Kenzy
Security Service Officer
AAS; Small Engine, 2019
Palau Community College
Koror, PW

Ngirakesau, Merii
Secretary
AAS; Office Administration, 2015
Palau Community College
Koror, PW

Ngiramengior, Leonard
Maintenance Helper
Diploma, 1976
Ngchesar Elementary School
Ngchesar, PW

Noel, Dickxon Waymor
Security Service Officer
Diploma, 2000
Palau High School
Koror, PW

Olikong, Cecilia
Secretary
AA; Liberal Arts, 2015
Palau Community College
Koror, PW

Orjaliza Jr., Nicanor
Maintenance Worker
CA; Auto Mechanic Tech., 2004
Palau Community College
Koror, PW

Piybweyar, Kayson
Security Service Officer
Diploma, 2005
Neighboring Island Central High School
Yap, FSM

Sewralur, Sesario
Master Navigator
Diploma, 1989
Outer Islands High School
Yap, FSM

Sowraenpiy, Miano
Navigator Student
Diploma, 2005
Outer Islands High School
Yap, FSM

Sumang, Hosea
Custodian/Landscaper/Security
Diploma, 1980
Palau High School
Koror, PW

Tadao, Pualavita
Library Assistant
AAS; THFB, 2017
Palau Community College
Koror, PW

Tailimepiy, Queency
Maintenance Worker
AAS; Small Engine, 2016
Palau Community College
Koror, PW

Yaiungeitiw, Koliano
Maintenance Worker
AAS; Electrical Technology, 2016
Palau Community College
Koror, PW

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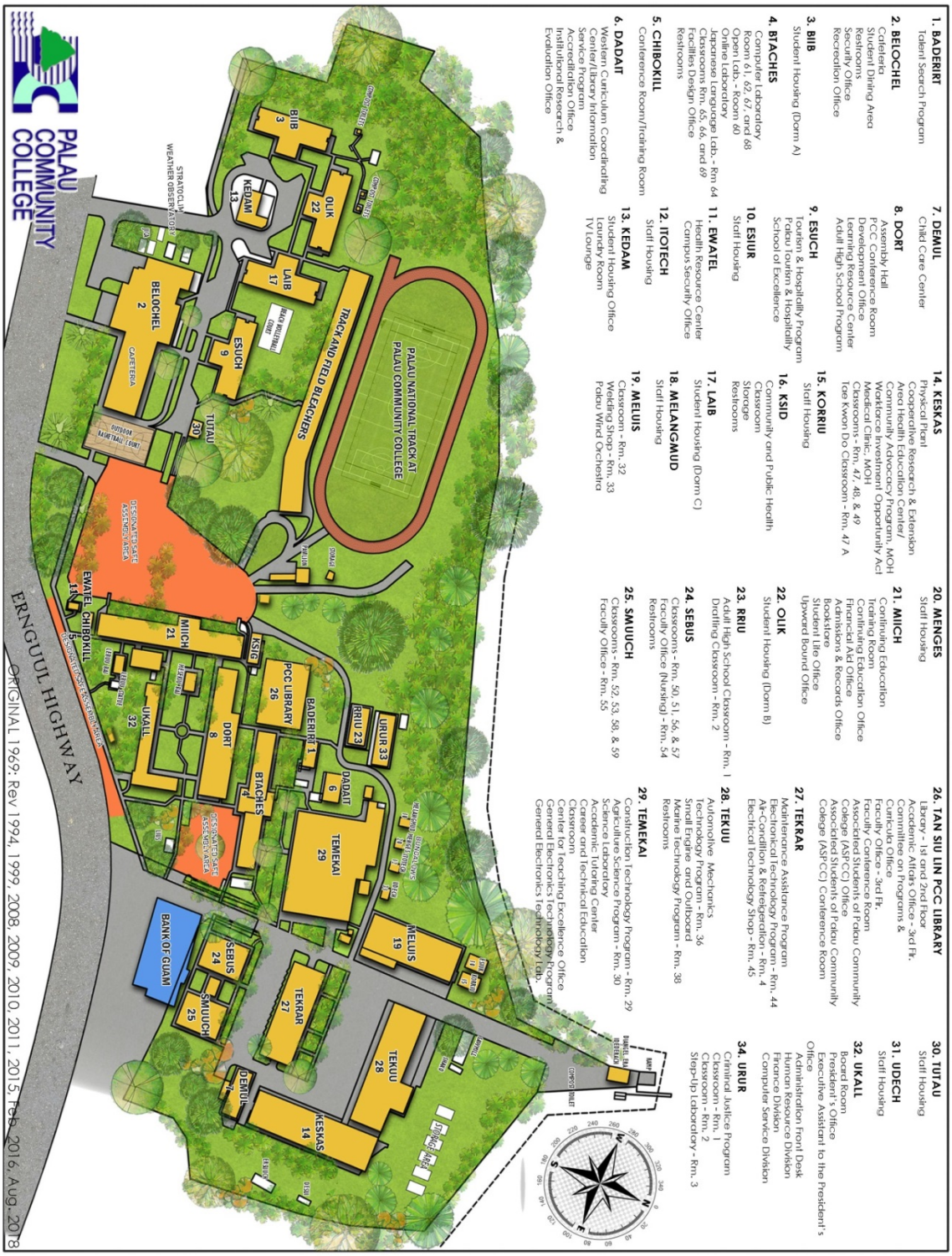

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