


Instructor	Epati Lang	Department	ABR
Course	ABR 111		


	Complete	INC	Notes
1. Course Alpha/Number/Section	X		
2. Course Title	X		
3. Instructor	X		
4. Office Hours	X		
5. Email Address	X		
6. Semester/Year	X		
7. Days/Time	X		
8. Department	X		
9. Classroom	X		
10. Contact Phone	X		
11. Required Textbook:	X		
a. Author	X		
b. ISBN	X		
c. Publisher & Edition	X		
12. Additional Supplements:	X		
13. Course Description	X		
14. Prerequisite		X	No prerequisite for this course
15. Course Rationale	X		
16. Learning Objectives	X		
17. SLO (Department or Institutional	X		
18. Course Requirements	X		
19. Alignment of LO's to SLO's to Course Requirement	X		
20. Method of Instruction	X		
21. Grading	X		
a. Letter or point grading system	X		
b. Course component weighed	X		
c. Level of competency mastered identified	X		
d. Scale range	X		
22. Withdrawal dates listed	X		
23. Attendance policy identified	X		
24. Tentative Topical Outline	X		
25. Rubrics identified	X		Listed in student workbook (checklist)
26. Sample of assessment instrument attached		X	Listed in student workbook (checklist)

	1st	2nd	3rd
Review		X	

	Approved	Disapproved	Resubmit
Status	X		

 9/8/08

 Chairman Signature Date

 9/

 Dean of ITT Signature /Date

COURSE SYLLABUS

Department Institute of Trades & Technology Semester: Fall 2008
Instructor: Epati Lang Days: Daily
Course: Alpha ABR111 Time: 08:00AM – 12:50PM
Course Title: Introduction to Automotive Collision
Course Credits: 3
Office Hours: 1 -2 PM Rm. # ATL Building
Phone/Home: 688-1446 Work: 699-9155 ext. 353
Email: e.lang@ascc.as
Lecture: 2 hrs. x 15 = 30 hrs. Lab: 1hr x 45 = 45 hrs.
Total 75 hrs 5hrs daily=25per week by 3 weeks

Textbook(s) Auto Body Repair Technology; 4th Edition; James Duffy and Paul Uhrima
ISBN: 0-7668-6274-7

Supplementary Materials:

1. Notebook
2. Coveralls
3. Safety Glasses
4. Work Shoes (not slippers, thongs or tennis shoes)
5. Tools as required for the Auto Body Program
6. Student workbook

Course Descriptions:

This module instructs the student in the related skills to become a good body shop employee, typical movement of a vehicle through a body shop, and basic procedures for repairing a collision damaged vehicle. The identification and use of general purpose hand tools and power tools used in a body shop will also be covered. Instruction in safety, environment awareness, human relations and work ethics are taught as an integral part of this course of study.

Course Rationale

At the end of the course, the students will be able to:

- List the related skills needed to become a good and safety body shop employee
- Describe basic procedures for repairing a collision damaged vehicle
- Identify general purpose of hand tools
- Explain the use of body shop hand tools
- List typical safety rules for hand tools
- Maintain and store tools properly
- Identify power tools found in an auto-body shop

Course Requirements:

Quizzes/Tests: There will be a written test at the end of each module and will be both announced. At the end for this course of study there will be the last day of course. It is the student responsibility to make arrangements for makeup assignments or quizzes.

Attendance/Participation: Because learning takes place when students are actively involved in their own learning, participation in class and lab assignments is extremely important. Each student, therefore, is expected to participate through questioning group discussion and lab assignments.

Performance Tests: Performance tests will be given as assigned by the instructor, generally there will be a performance test for each module as it fits with the course of study. This is a "hands on" course of study therefore performance tests are extremely important! Student who either fail or do not complete their assigned performance tests by the end of the course of study will receive and "incomplete" grade for that unit. It will be the student responsibility to makeup tests.

Method of Instruction:

Supervised, hands-on practice on modular projects and live vehicles supplemented with lecture, small group discussion, and book work

Withdrawals

Class Withdrawal

In order to withdraw from class(es), a student must first pay the appropriate withdrawal fee to the Business and Finance Office and then pick up the form from the Admission and Records Office. The student must obtain the instructor(s) and advisor's signatures and submit the completed withdrawal form to the Admissions and Records Office for posting. Class changes during the withdrawal period (Refer to the Academic Calendar for the approved withdrawal dates) are reflected in the student's transcript with a grade of "W", "W/NP", or "W/F".

Students may withdraw from the class without academic penalty during the first 60% of that course's term and receive a grade of "W" (refer to Academic Calendar). After this date, the student who withdraws will receive a grade of "W/F", or "W/NP" for developmental course(s)

Aesthetic Awareness

Students will practice aesthetic awareness as it applies to the industry by:

- Recognizing the appearance and aesthetics of good craftsmanship, as well as demonstrating good craftsmanship, by attempting to complete the tasks associated with this class, to higher than minimum level of industry standard as interpreted by the instructor.
- By demonstrating a heightened awareness of, and an increased respect for the environment through proper handling of hazardous materials as outlined in course materials.
- By maintaining a clean, safe and professional looking work area, hence as attractive shop.

Evaluation - Grading and credits earned

Grades determined as follows:

Class participation, preparedness, and performance = 40%

Completion of assignments and test = 20%

Attendance = 40%

ASCC Attendance Policy

All students attending ASCC are expected to attend all of their scheduled classes.

Students with excessive absences during the first two weeks of instruction will be administratively dropped.

Instructors are required to include in their course syllabi the College's attendance policy and have it distributed to students during the first week of instruction. A student cannot exceed six (6) absences for Monday, Wednesday, Friday classes, for (4) absences for summer sessions.

Students with excessive absences, in accordance to this policy, will receive a lower or failing grade for the semester or session.

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

1. Participates in class by actively working, asking questions, and joining class discussion and by showing an overall responsible attitude for your education.
2. Student is always prepared for class with required supplies, tools and appropriate clothing. Students will also show respect for school tools and property and the property of others.
3. Student demonstrates perseverance, leadership, and problem solving by staying on task and trying to figure out the solutions to problems.
4. Actively participates in shop everyday.

Total number of point's _____

Name: _____

Semester/YR: _____

Instructor's Expectations

You are expected to be in class, on time, every class meetings.

CLASS PARTICIPATION, PREPAREDNESS, WORK HABITS = 40% of grade, 40 points possible.

- The criterion for this aspect of your evaluation reflects the skills and habits you must
- If you are going to be absent, you are required to let your instructor know in advance, call in at 699-9155 ext. 353 or mobile 258-6835
- Come to class prepared and ready to work
- You are expected to actively participate in class
- You must abide all safety rules and procedure
- You are expected to do all assignments and turn them in when due
- You are expected to keep track of your completed tasks and have your instructor sign them off on a weekly basis
- You are expected to let your instructor know of any special needs you may have
- You are expected to ask your instructor questions pertaining to class when you have them
- You are expected to try your best .
- You are required to participate in shop clean up every day

Overall, your instructor will expect of you to meet these criteria in order to master this course.



Instructor	Epati Lang	Department	ABR
Course	ABR 113		

	Complete	INC	Notes
1. Course Alpha/Number/Section	X		
2. Course Title	X		
3. Instructor	X		
4. Office Hours	X		
5. Email Address	X		
6. Semester/Year	X		
7. Days/Time	X		
8. Department	X		
9. Classroom	X		
10. Contact Phone	X		
11. Required Textbook:	X		
a. Author	X		
b. ISBN	X		
c. Publisher & Edition	X		
12. Additional Supplements:	X		
13. Course Description	X		
14. Prerequisite		X	
15. Course Rationale	X		
16. Learning Objectives	X		
17. SLO (Department or Institutional	X		
18. Course Requirements	X		
19. Alignment of LO's to SLO's to Course Requirement	X		
20. Method of Instruction	X		
21. Grading	X		
a. Letter or point grading system	X		
b. Course component weighed	X		
c. Level of competency mastered identified	X		
d. Scale range		X	
22. Withdrawal dates listed		X	Use information for this from ABR 111
23. Attendance policy identified	X		
24. Tentative Topical Outline	X		
25. Rubrics identified		X	Student Workbook
26. Sample of assessment instrument attached		X	Student Workbook

	1st	2nd	3rd
Review	X		

	Approved	Disapproved	Resubmit
Status	X		

Jru 9/15/08

 Chairman Signature Date

(Signature) 9/15/08

 Dean of ITT Signature Date

COURSE SYLLABUS

Department : Institute of Trades and Technology Semester: Fall 2008
Instructor: Epati Lang Days: Daily
Course: Alpha ABR113 Time: 08:00AM – 12:50PM
Course Title: Welding and Cutting
Course Credits: 6
Office Hours: 1 -2 PM Rm. # ATL Building
Phone/Home: 688-1446 Work: 699-9155 ext. 353
Email: e.lang@ascc.as
Lecture: 2 hrs. x 15 = 30 hrs. Lab: 1hr x 45 = 45 hrs.
Total 75hrs x 6 = 150 5hrs daily=25per week by 6 weeks

Textbook(s) Auto Body Repair Technology; 4th Edition; James Duffy and Paul Uhrima
ISBN: 0-7668-6274-7

Supplementary Materials:

1. Notebook
2. Coveralls
3. Safety Glasses
4. Work Shoes (not slippers, thongs or tennis shoes)
5. Tools as required for the Auto Body Program
6. Student workbook

Course Descriptions:

This module instructs the student in the differences between various metal joining process, selection of the correct heat joining for various jobs. The advantages of using MIG welding, personal and shop safety, along with vehicle protection measures. They will also have an understanding of welding wires, shielding glasses, tuning the welder and be able to visually inspect and destructively test the weld. Instruction in safety, environmental awareness, human relations and work ethnics are taught as an integral part of this course of study.

Course Rationale

At the end of the course, the students will be able to:

- Demonstrate safely use a MIG welder
- Safely make a lap, plug, and butt joints (flat welds)
- Safely make a lap, plug, and butt joints (vertical welds)
- Safely make a lap, plug, and butt joints (overhead welds)
- Properly set up MIG welder for welding automotive sheet metal
- Run a test weld and tune the welder for the welds being made
- Assemble and complete a butt joint with backing in various welding positions

Course Objectives:

Students will be able to:

- Identify the three classes of welding
- Explain how to use the MIG welding machine
- Name the six basic welding techniques employed with MIG equipment
- Describe differences between MIG electrode wires
- Determine where and how to use resistance spot welding
- Identify oxyacetylene welding equipment and techniques
- Explain general brazing and soldering techniques used in the body shop
- Describe the plasma arc cutting body of panels

Student Learning Outcomes:

At the end of the course the students will:

- Technology - Select and use appropriate technological tools to complete various welds
- Critical Thinking and Problem Solving - Think critically and evaluate information to select correct welding joining process of repair
- Personal Responsibility - Manage personal health and safety when working with various metals.

Topical Course Outline:

I. Heat joining processes	20 Hours
II. Safety Practices	20 Hours
III. Oxyacetylene welding	20 Hours
IV. The MIG welder	20 Hours
V. Turning the welder	10 Hours
VI. Butt joint with backing	20 Hours
VII. Fillet weld lap joint	20 Hours
VIII. Plug weld	20 Hours

Total: 150 Hours

Course Requirements:

Quizzes/Tests: There will be a written test at the end of each module and will be both announced. At the end for this course of study there will be the last day of course. It is the student responsibility to make arrangements for makeup assignments or quizzes.

Attendance/Participation: Because learning takes place when students are actively involved in their own learning, participation in class and lab assignments is extremely important. Each student, therefore, is expected to participate through questioning group discussion and lab assignments.

Performance Tests: Performance tests will be given as assigned by the instructor, generally there will be a performance test for each module as it fits with the course of study. This is a "hands on" course of study therefore performance tests are extremely important! Student who either fail or do not complete their assigned performance tests by the end of the course of study will receive an "incomplete" grade for that unit. It will be the student responsibility to makeup tests.

Method of Instruction:

Supervised, hands-on practice on modular projects and live vehicles supplemented with lecture, small group discussion, and book work.

Withdrawals

Class Withdrawal

In order to withdraw from class (es), a student must first pay the appropriate withdrawal fee to the Business and Finance Office and then pick up the form from the Admission and Records Office. The student must obtain the instructor(s) and advisor's signatures and submit the completed withdrawal form to the Admissions and Records Office for posting. Class changes during the withdrawal period (Refer to the Academic Calendar for the approved withdrawal dates) are reflected in the student's transcript with a grade of "W", "W/NP", or "W/F".

Students may withdraw from the class without academic penalty during the first 60% of that course's term and receive a grade of "W" (refer to Academic Calendar). After this date, the student who withdraws will receive a grade of "W/F", or "W/NP" for developmental course(s)

Complete Withdrawal (Formerly Official Withdrawal)

Students who wish to withdraw completely from ASCC should obtain the appropriate form from the Admissions and Records Office and follow official procedures. The procedures for complete withdrawal follow the same as a class withdrawal.

Students who complete withdraw before the ninth week of instruction will receive a "W" for each of courses in progress at the time of withdrawal; for ASTEP students, it will be for the first six weeks to receive a "W" for each of the courses in progress. After this date, the student who withdraws will receive a "W/F" or "W/NP" (for developmental courses(s)). Students may complete withdraw from ASCC up to the last day of instruction.

Unofficial Withdrawal

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

Other Learning Outcomes:

As students work on mastering the skills and competencies associated with this class, certain other outcomes identified by ASCC will be practiced. They include:

Responsibility

Students will practice responsibility through their willingness and ability to practice craftsmanship program policies and expectations such as:

- Adherence to, and accurate usage of time clock attendance system
- Ability to keep track of, and complete required assignments and tasks independently
- Willingness to abide by, and apply safe working practices
- Abiding by all high school, college, and program rules and policies

Critical Thinking

- Students will demonstrate critical thinking through their ability to find, devise, and delete upon effective repair plans and procedures, as well as determine the correct tools and equipment for the job. Students will communicate the reasons for their strategies either verbally or in writing.

Aesthetic Awareness

Students will practice aesthetic awareness as it applies to the industry by:

- Recognizing the appearance and aesthetics of good craftsmanship, as well as demonstrating good craftsmanship, by attempting to complete the tasks associated with this class, to higher than minimum level of industry standard as interpreted by the instructor.
- By demonstrating a heightened awareness of, and an increased respect for the environment through proper handling of hazardous materials as outlined in course materials.
- By maintaining a clean, safe and professional looking work area, hence as attractive shop.

Evaluation - Grading and credits earned

Grades determined as follows:

Class participation, preparedness, and performance = 40%

Completion of assignments and test = 20%

Attendance = 40%

ASCC Attendance Policy

All students attending ASCC are expected to attend all of their scheduled classes.

Students with excessive absences during the first two weeks of instruction will be administratively dropped.

Instructors are required to include in their course syllabi the College's attendance policy and have it distributed to students during the first week of instruction. A student cannot exceed six (6) absences for Monday, Wednesday, Friday classes, for (4) absences for summer sessions.

Students with excessive absences, in accordance to this policy, will receive a lower or failing grade for the semester or session.

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

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

Grades

Grades will be submitted at the end of each semester. The following chart represents how the grade points would transfer to a letter grade.

% Earned	Grade	% Earned	Grade	% Earned	Grade
99-100	4.0	85	3.0	75	2.0
98-97	3.9	84	2.9	74	1.9
96-95	3.8	83	2.8	73	1.8
94-93	3.7	82	2.7	72	1.6
92-91	3.6	81	2.6	71	1.5
90	3.5	80	2.5	70	1.4
89	3.4	79	2.4	69	1.2
88	3.3	78	2.3	68	1.1
87	3.2	77	2.2	67	1.0
86	3.1	76	2.1	66 & Below	0.0

A = 3.5 - 4.0

B = 3.0 - 3.4

C = 2.9 - 2.4

D = 1.9 - 2.3 F = 0.0 - 1.8

Attendance = 40% OF GRADE, 40 points possible.

Of the ____ hours available, you have been present ____ hours or ____ % of the time (divide number of hours present by number of hours available). Multiplied by .40 equal ____ points.

Completion of Tasks and Assignments = 20%, 20 points possible.

Completion of tasks, assignments, and test equals 20% of grade number of point's ____ demonstrate in order to become a successful employee or business owner.

Class Participation, Preparedness and Performace = 40% of grade, 40 points possible

The criterion for this aspect of your evaluation reflects the skills and habits you must demonstrate in order to become a successful employee or business owner.

The following four items are worth up to 10 points each:

1. Participates in class by actively working, asking questions, and joining class discussion and by showing an overall responsible attitude for your education.
2. Student is always prepared for class with required supplies, tools and appropriate clothing. Students will also show respect for school tools and property and the property of others.
3. Student demonstrates perseverance, leadership, and problem solving by staying on task and trying to figure out the solutions to problems.

4. Actively participates in shop everyday.

Total number of point's _____

Decimal grade equivalent: _____

Name: _____

Semester/YR: _____

Instructor's Expectations

You are expected to be in class, on time, every class meetings.

CLASS PARTICIPATION, PREPAREDNESS, and PERFORMANCE = 40% of grade, 40 points possible.

- The criterion for this aspect of your evaluation reflects the skills and habits you must
- If you are going to be absent, you are required to let your instructor know in advance, call in at 699-9155 ext. 353 or mobile 258-6835
- Come to class prepared and ready to work
- You are expected to actively participate in class
- You must abide all safety rules and procedure
- You are expected to do all assignments and turn them in when due
- You are expected to keep track of your completed tasks and have your instructor sign them off on a weekly basis
- You are expected to let your instructor know of any special needs you may have
- You are expected to ask your instructor questions pertaining to class when you have them
- You are expected to try your best
- You are required to participate in shop clean up every day

Overall, your instructor will expect of you to meet these criteria in order to master this course.

Instructor	Fred Suisala	Department	ACR
Course	ACR 100		

	Complete	INC	Notes
1. Course Alpha/Number/Section	X		
2. Course Title	X		
3. Instructor	X		
4. Office Hours	X		
5. Email Address	X		
6. Semester/Year	X		
7. Days/Time	X		
8. Department	X		
9. Classroom		X	Include location ATL-A
10. Contact Phone	X		
11. Required Textbook:	X		
a. Author	X		
b. ISBN		X	
c. Publisher & Edition	X		
12. Additional Supplements:	X		
13. Course Description	X		
14. Prerequisite	X		Introductory course
15. Course Rationale	X		
16. Learning Objectives	X		
17. SLO (Department or Institutional)	X		
18. Course Requirements	X		
19. Alignment of LO's to SLO's to Course Requirement	X		
20. Method of Instruction	X		
21. Grading	X		
a. Letter or point grading system	X		
b. Course component weighed	X		
c. Level of competency mastered identified	X		
d. Scale range	X		
22. Withdrawal dates listed		X	
23. Attendance policy identified	X		Suggestion: Include ASCC policy
24. Tentative Topical Outline	X		
25. Rubrics identified	X		Included in student workbook (checklist)
26. Sample of assessment instrument attached	X		Included in student workbook (checklist)

	1st	2nd	3rd
Review	X		

	Approved	Disapproved	Resubmit
Status	X		

Fred Suisala 8/17/08
 Chairman Signature Date

[Signature] 8/20/08
 Dean of ITT Signature Date

COURSE SYLLABUS

Semester: Fall 2008

Department: Institute of Trades & Technology

Course Alpha: ACR 100

Course Title: Fundamentals of Air Conditioning & Refrigeration

Course Credits: 3

Days/Time: MW/1:00 pm to 2:20 pm

Instructor: Frederick R. Suisala

Office Hours: 11:30 am to 12:30 pm

Email Address: f.suisala@amsamoa.edu

I. Course Description

This course is designed to provide students with an introduction to the air conditioning and refrigeration industry. Classroom instruction in basic air conditioning and refrigeration theory, terminology, schematics, and tools for the air conditioning and refrigeration program

II. Course Rational

This is an introductory air condition and refrigeration (AC&R) course design to prepare students for entry to the AC&R Technology Program. This course will satisfy the Basic Certificate of Proficiency requirement.

III. Student Learning Outcomes

Upon successful completion of ACR 100, the student will be able to:

- Illustrate safety procedures with air conditioning and refrigeration
- Distinguish systems and components of an air conditioning and refrigeration unit
- Exhibit the proper use of basic hand tools and precision measuring tools
- Speak and write clearly to a variety of audiences
- Identify and demonstrate correct use of tools, materials, and equipment used in the air conditioning and refrigeration industry.

IV. Course Objectives

This course is intended for students to:

- Describe general shop safety regulations
- Identify hazardous materials as relate to the automotive field
- Follow emergency and evacuation instructions
- Identify basic hand tools and proper usage
- Identify various tools and equipments used in the air condition and refrigeration industry
- Define basic fundamentals of the air conditioning and refrigeration
- Identify systems and components of the air conditioning and refrigeration units

V. Course Requirements

1. Textbook: Air Conditioning Principles and Systems, by Pita Edward G.
2. Workbook
3. Safety boots

VI. Teaching Methodology:

- Presentation through lecture and assignments
- Demonstration of class projects
- Utilizing various air conditioning and refrigeration publications and magazines.
- Participation in field trips
- Utilizing visual aides such as, VHS, DVD etc
- Invitation of quest speakers from the industry

VII. Evaluation

Grading Policy:

Grades will be submitted at the end of each semester.

Attendance: Each tardy (to class and from breaks) or absence will result in a point deduction from final accumulated grade points. Three tardy will equal one absence. Absence of 6 (six) days for MWF classes & 4 (four) days for TR classes and 3 (three) days for summer will result in a failing grade.

Extra Credit: Extra credit maybe offered to those seeking to improve their grades and will be assigned based on class participation and assignments.

Point system: All assignments – homework, worksheets, and quizzes are to be tabulated into final points.

	Points
Exams	230
Homework	230
Attendance	100
Extra credit	40

Point System

560 total assigned point; 600 total possible points with extra credit.

A	526 – 560 points	C+	431 – 447 points
A-	504 – 525 points	C	409 – 430 points
B+	487 – 524 points	C-	392 – 408 points
B	465 – 486 points	D+	370 – 391 points
B-	448 – 464 points	D	353 – 369 points
		D-	336 – 352 points
		F	<336

VIII. Topical Course Outline

Week 1

Safety

Week 2

Introduction to Basic Refrigeration Cycle & Theory

Week 3

Pressure – Temperature Relationships and Thermal Laws & Heat Transfer

Week 4

Various Types of Refrigerants and Applications

Week 5

EPA Regulations on CFC's and its impact on the Environment

Week 6

Compressor Types & Technology

Week 7

Evaporators / Condensers

Week 8

Metering Devices – TXV & Cap Tubes

Week 9

Manifold Gauge Set

Week 10

Vacuum Pumps and evacuation

Week 11

Refrigeration Recovery Equipment and Procedure

Week 12

Automatic Controls.

Week 13

Brazing and Soldering Equipments and Procedures

Week 14

Absorption Cooling
Atmospheric Cooling
Evaporative Cooling

Week 15


Course Review

Instructor	Etemani Elisara	Department	ADT
Course	ADT 150		


	Complete	INC	Notes
1. Course Alpha/Number/Section	X		
2. Course Title	X		
3. Instructor	X		
4. Office Hours	X		
5. Email Address	X		
6. Semester/Year	X		
7. Days/Time	X		
8. Department	X		
9. Classroom	X		
10. Contact Phone	X		
11. Required Textbook:	X		
a. Author	X		
b. ISBN	X		
c. Publisher & Edition	X		
12. Additional Supplements:	X		
13. Course Description	X		
14. Prerequisite	X		
15. Course Rationale	X		
16. Learning Objectives	X		
17. SLO (Department or Institutional)	X		
18. Course Requirements	X		
19. Alignment of LO's to SLO's to Course Requirement	X		
20. Method of Instruction	X		
21. Grading	X		
a. Letter or point grading system	X		
b. Course component weighed	X		B+ Needs to show 88% instead of 80%
c. Level of competency mastered identified	X		
d. Scale range	X		
22. Withdrawal dates listed	X		
23. Attendance policy identified	X		
24. Tentative Topical Outline	X		
25. Rubrics identified		X	
26. Sample of assessment instrument attached		X	

	1st	2nd	3rd
Review		X	

	Approved	Disapproved	Resubmit
Status	X		


8/29/08

 Chairman Signature Date



 Dean of ITT Signature 8/28/08
/Date

**AMERICAN SAMOA COMMUNITY COLLEGE
ACADEMIC AFFAIRS DIVISION**

COURSE ALPHA/NUMBER: ADT 150
COURSE TITLE: Architectural Drafting 1
INSTRUCTOR: ETEMANI ELISARA
OFFICE HOURS: 8:00am-4:00pm
EMAIL ADDRESS: e.elisara@amsamoa.edu

SEMESTER/YEAR: FALL 08
DAYS/TIME: MW 8-9:20
DEPARTMENT: ITT
CLASSROOM: ATL-C
CONTACT PHONE: 699-9155

ADDITIONAL SUPPLEMENT:

Textbooks: Basic Drafting, A manual for Beginners Drafters, Leland Scott

Prerequisites: ENG 80 & MAT 80

Catalogue Descriptions:

Manual drafting procedures and practices, plus a glimpse at computer aided drafting. This course is designed primarily for students planning to enroll in regular program for Architectural Drafting, Engineering and AutoCAD courses.

Course Rationale:

The course is required for a degree in Architectural Drafting Technology and it is offered for students who plan to transfer or pursue an off-island college or university degree above an A.S.

Teaching Methodology:

- Lecture
- Individual project (presentation)
- Field Trips
- Modeling/Demonstration
- Guest speaker

Course Requirements

Test and Quizzes, Attendance and Participation, Midterm and Final, Individual Projects (presentation),

SLO

- Identify, select, and use the basic manual drafting tools to complete assigned tasks.
- Demonstrate proper linework, lettering, dimensioning, and symbolizing in creating drawings of industry standard quality.
- Demonstrate the ability to center drawings, scale views, and draw neatly and accurately with the common drafting tools.
- Create correct single, orthographic, auxiliary, isometric, sectional, perspective, and developed views of simple objects from different types of views or differently oriented views of the objects.
- Create correct welded object, thread, and architectural floor plan drawings appropriate to the level of the course.
- Using descriptive geometry techniques, find the true length, point, and true shape views of simple lines and planes from given skewed views.
- Explain a few of the advantages of the computer drafting over manual drafting; and explain the basic AUTOCAD line drawing procedure and coordinate system for locating points on the computer screen.
- Roughly define the terms, concepts, and standards associated with the topics of the course.
- Demonstrate the ability to communicate electronically, seek help when needed, work from written instructions, and meet production deadline

Course Objectives:

- Draw orthographic view
- Draw isometric view
- Identify different types of drawing tools
- Identify different linetypes
- Identify different types of views

GRADING:

1. Test ----- 120 pts
2. Quizzes----- 80
3. Attendance----- 100 pts
4. Class participation----- 100 pts
5. Midterm----- 100 pts
6. Final----- 100 pts

- A 95% - 100%
- A- 91% - 94%
- B+ 80% - 90%
- B 84% - 87%
- B- 80% - 83%
- C+ 76% - 79%
- C 73% - 75%
- C- 70% - 72%
- D+ 65% - 69%
- D 61% - 64%
- D- 58% - 60%
- F 0% - 57%

ATTENDANCE POLICY:

All students attending ASCC are expected to attend all of their scheduled classes. Students with excessive absences during the first two weeks of instruction will be administratively dropped.

Instructors are required to include in their course syllabi the College's attendance policy and have it distributed to students during the first week of instruction. A student cannot exceed six (6) absences for Monday, Wednesday, Friday classes, four (4) absences for Tuesday, Thursday classes; and three (3) absences for summer sessions. Students with excessive absences, in accordance to this policy, will receive a lower or failing grade for the semester or session.

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

Veteran students are to refer to the Student Services Veterans Educational Benefits sections for additional attendance requirements

TOPICAL COURSE OUTLINE:

Week 1: The Graphic Language

Week 2: Freehand Sketching, TEST covering week 1&2

Week 3: Mechanical Drawing, Quiz

Week 4: Lettering, TEST covering week 3&4

Week 5: Geometry of Technical Drawing, Quiz

Week 6: Views of Objects, TEST covering week 5&6

Week 7: Techniques and Applications, Quiz

Week 8: MIDTERM

Week 9: Dimensioning, Quiz

Week 10: Sectional View, TEST covering week 9&10

Week 11: Auxiliary Views, Quiz

Week 12: Working Drawings, TEST covering week 11&12

Week 13: Pictorial Drawings, Quiz

Week 14: Map Drafting, TEST covering week 13&14

Week 15: Final

Instructor	Etemani Elisara	Department	ADT
Course	ADT 151		

	Complete	INC	Notes
1. Course Alpha/Number/Section	X		
2. Course Title	X		
3. Instructor	X		
4. Office Hours	X		
5. Email Address	X		
6. Semester/Year	X		
7. Days/Time	X		
8. Department	X		
9. Classroom	X		
10. Contact Phone	X		
11. Required Textbook:	X		
a. Author	X		
b. ISBN	X		
c. Publisher & Edition	X		
12. Additional Supplements:	X		
13. Course Description	X		
14. Prerequisite		X	
15. Course Rationale	X		
16. Learning Objectives	X		
17. SLO (Department or Institutional	X		
18. Course Requirements	X		
19. Alignment of LO's to SLO's to Course Requirement	X		
20. Method of Instruction	X		
21. Grading	X		
a. Letter or point grading system	X		
b. Course component weighed	X		
c. Level of competency mastered identified	X		
d. Scale range	X		
22. Withdrawal dates listed	X		
23. Attendance policy identified	X		
24. Tentative Topical Outline	X		
25. Rubrics identified		X	
26. Sample of assessment instrument attached		X	

	1st	2nd	3rd
Review		X	

	Approved	Disapproved	Resubmit
Status	X		

Eru 8/29/08

 Chairman Signature Date

Dr. [Signature] 2/18/08

 Dean of ITT Signature Date

**AMERICAN SAMOA COMMUNITY COLLEGE
ACADEMIC AFFAIRS DIVISION**

COURSE ALPHA/NUMBER: ADT 151
COURSE TITLE: Samoan Architectural Drafting
INSTRUCTOR: ETEMANI ELISARA
OFFICE HOURS: 8:00am-4:00pm ATL-C
EMAIL ADDRESS: e.elisara@amsamoa.edu

SEMESTER/YEAR: Fall 08
DAYS/TIME: MWF 5-5:50
DEPARTMENT: ITT
CLASSROOM: ATL-C
PHONE: 699-9155 ext 425

REQUIRED TEXTBOOK: Handouts, History and Building Samoa Structure, Samoan tools
ADDITIONAL SUPPLEMENTS: Drafting Pencils, .3,.5,.7

COURSE DESCRIPTION: This course will stress the importance of Samoan edifices and Samoan structural design based on Samoan Culture and values. The use of drawing instruments, sketching, line weight, lettering and Samoan crafts and language will be stress.

COURSE RATIONALE: The course is required for a degree in Architectural Drafting Degree.

LEARNING OBJECTIVES: Upon completing this course the student should be able to:

- a. Design a Samoan structure
- b. Identify Samoan tools to build a Samoan house
- c. Identify different areas of a Samoan house

STUDENT LEARNING OUTCOMES:

- a. Explain and demonstrate the building design process.
- b. Describe and apply reasonable space requirements, site and building orientation constraints, and room proximity standards to development of a Samoan Guest house.
- c. Clearly and adequately explain a design in presentation of it to a group or student or others, and fairly and objectively critique designs and presentations of others.
- d. Think critically in evaluating information, solving problems and making decisions
- e. Demonstrate oral and written communication, computation, and problem-solving skills appropriate to the level of the coursework.
- f. Be aware of civic and environmental issues.

COURSE REQUIREMENTS: Test, Attendance and Participation, Midterm and Final, Individual Projects (presentation).

METHODS OF INSTRUCTIONS:

- a. Lecture/Lab
- b. Individual project (presentation)
- c. Research papers

WITHDRAW PERIOD: The withdraw period to receive a "W" for the students attending the regular session is from September 8th – October 17th, 2008. The withdraw period for students attending the ASTEP session is from September 8th – October 10th.

GRADING:

a. Test-----	100pt
b. Attendance-----	100pts
c. Project-----	100pts
d. Midterm-----	100pts
e. Final-----	100pts
<hr/>	
	500pts

- A 95% - 100%
- A- 91% - 94%
- B+ 88% - 90%
- B 84% - 87%
- B- 80% - 83%
- C+ 76% - 79%
- C 73% - 75%
- C- 70% - 72%
- D+ 65% - 69%
- D 61% - 64%
- D- 58% - 60%
- F 0% - 57%

ATTENDANCE POLICY: All students attending ASCC are expected to attend all of their scheduled classes. Students with excessive absences during the first two weeks of instructions will be administrative absences during the first two weeks of instruction will be administratively dropped. A student cannot exceed six (6) absences for Monday, Wednesday, Friday classes; four (4) for Tuesday, Thursday classes. Students with excessive absences, in accordance to this policy, will receive a lower or failing grade for the semester or session.

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Veterans students are to refer to the Student Services Veterans Educational Benefits sections for additional requirements.

WEEK 1: Course Syllabus

WEEK 2-3: History of Samoan House

WEEK 4-5: Samoan Tools

WEEK 6-7: Research Papers

WEEK 8: MIDTERM

WEEK 9-14: Prepare a model of a Samoan Guest House. (32x48)

WEEK 15: Final

Instructor	Etemani Elisara	Department	ADT
Course	ADT 160		

	Complete	INC	Notes
1. Course Alpha/Number/Section	X		
2. Course Title	X		
3. Instructor	X		
4. Office Hours	X		
5. Email Address	X		
6. Semester/Year	X		
7. Days/Time	X		
8. Department	X		
9. Classroom	X		
10. Contact Phone	X		
11. Required Textbook:	X		
a. Author	X		
b. ISBN	X		
c. Publisher & Edition	X		
12. Additional Supplements:	X		
13. Course Description	X		
14. Prerequisite		X	Need to include
15. Course Rationale	X		
16. Learning Objectives	X		
17. SLO (Department or Institutional)	X		Use department SLO's
18. Course Requirements	X		
19. Alignment of LO's to SLO's to Course Requirement	X		stated SLO's align with LO's
20. Method of Instruction	X		
21. Grading	X		
a. Letter or point grading system	X		
b. Course component weighed	X		
c. Level of competency mastered identified	X		
d. Scale range	X		
22. Withdrawal dates listed	X		
23. Attendance policy identified	X		
24. Tentative Topical Outline	X		
25. Rubrics identified		X	
26. Sample of assessment instrument attached		X	

	1st	2nd	3rd
Review		X	

	Approved	Disapproved	Resubmit
Status	X		

Sprui 8/29/08
 Chairman Signature Date

D. B. J. J. 8/25/08
 Dean of ITT Signature Date

**AMERICAN SAMOA COMMUNITY COLLEGE
ACADEMIC AFFAIRS DIVISION**

COURSE ALPHA/NUMBER: ADT 160
COURSE TITLE: INTRODUCTION TO AUTOCAD
INSTRUCTOR: ETEMANI ELISARA
OFFICE HOURS: 8:00am-4:00pm ATL-C
EMAIL ADDRESS: e.elisara@amsamoa.edu

SEMESTER/YEAR: Fall 08
DAYS/TIME: MWF 9:30-10:20
DEPARTMENT: ITT
CLASSROOM: ITT/LAB
PHONE: 699-9155 ext 452

REQUIRED TEXTBOOK: Beginning AutoCAD, by: Cheryl R. Shrock, ISBN: 9780750681544
ADDITIONAL SUPPLEMENTS: USB Flash Drive 2GB or higher

COURSE DESCRIPTION: An introduction to Computer Drafting that provides complete instructions in Master AUTOCAD commands. Applications of AUTOCAD will be presented with the basics drafting and graphic design concepts, step by step use of AUTOCAD commands, command functions, professional tips and large selections of drafting problem.

COURSE RATIONALE: The course is required for a degree in Architectural Drafting Degree and a Certificate, and it is offered for a student who plans to transfer or pursue to an off-island college or university for higher degree.

LEARNING OBJECTIVES: Upon completing this course the student should be able to:

- a. Identify the AUTOCAD fundamentals
- b. Identify construction geometric features
- c. Identify AUTOCAD drafting settings and AUTOCAD display control.
- d. Creating and modifying layers.
- e. Modifying objects and objects advanced.
- f. Define grips, editing, select and changing properties of objects.
- g. Plot

STUDENT LEARNING OUTCOMES:

- a. Use the AUTOCAD software program to create drawings from scratch, and to modify, manipulate, copy, delete save etc.
- b. Use the full range of AUTOCAD commands and options, use the keyboard, toolbars and menu interfaces, and employ shortcuts and time-saving strategies to operate the program at a level of efficiency acceptable for employment as a CAD draftsman.
- c. Roughly define the terms concepts and standards associated with the topic course.
- d. Report to a workplace regularly and punctually, engage effectively and congenially with peers and supervisors.
- e. Work from written as well as oral instructions, use assigned time efficiently for productive work and meet production deadlines.
- f. Demonstrate oral and written communication, computation and problem solving skills appropriate to the level of the work.
- g. Use social interactive skills to work in groups effectively
- h. Think critically in evaluating information, solving problems and making decisions

COURSE REQUIREMENTS: Test and Quizzes, Attendance and Participation, Midterm and Final, Individual Projects (presentation).

METHODS OF INSTRUCTIONS:

- a. hands -on computer training
- b. Lecture/Lab
- c. Individual project (presentation)
- d. Field Trips
- e. Guest speaker

WITHDRAW PERIOD: The withdraw period to receive a "W" for the students attending the regular session is from September 8th – October 17th, 2008. The withdraw period for students attending the ASTEP session is from September 8th – October 10th.

GRADING:

a. Test-----	120pts.
b. Quizzes-----	140pts.
c. Attendance-----	80pts
d. Class participation-----	60pts
e. Midterm-----	100pts
f. Final-----	100pts
<hr/>	
	600pts

A	95% - 100%
A-	91% - 94%
B+	88% - 90%
B	84% - 87%
B-	80% - 83%
C+	76% - 79%
C	73% - 75%
C-	70% - 72%
D+	65% - 69%
D	61% - 64%
D-	58% - 60%
F	0% - 57%

ATTENDANCE POLICY: All students attending ASCC are expected to attend all of their scheduled classes. Students with excessive absences during the first two weeks of instructions will be administrative absences during the first two weeks of instruction will be administratively dropped. A student cannot exceed six (6) absences for Monday, Wednesday, Friday classes; four (4) for Tuesday, Thursday classes. Students with excessive absences, in accordance to this policy, will receive a lower or failing grade for the semester or session.

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Veterans students are to refer to the Student Services Veterans Educational Benefits sections for additional requirements.

WEEK 1: Course Syllabus. Getting started with AUTOCAD. (LAYOUTS)

Quiz 1

WEEK 2: Construction geometric figures, object selections

TEST covering week 1 and week 2.

WEEK 3: AUTOCAD drafting settings, AUTOCAD display control.

Quiz 2

WEEK 4: Creating and modifying layers, AUTOCAD object properties.

TEST covering week 3 and week 4.

WEEK 5: Drawing polylines, drawing text in AUTOCAD, creating and modifying text styles.

Quiz 3

WEEK 6: Creating objects from existing objects.

TEST covering week 5 and week 6.

WEEK 7: Modifying Objects.

Quiz 4

WEEK 8: Construction geometric figures. REVIEW

MIDTERM

WEEK 9: Object selection

Quiz 5

WEEK 10: Modifying object advanced.

TEST covering week 9 and week 10

WEEK 11: Editing with grips, grouping objects

Quiz 6

WEEK 12: Selecting and changing properties of objects.

TEST covering week 11 and week 12

WEEK 13: Dimension terminology, Dimension commands.

Quiz 7

WEEK 14: Spring Break, test covering week 13 &14


WEEK 15: FINAL

Instructor	Fred Suisala	Department	AUTO
Course	AUTO 100		


	Complete	INC	Notes
1. Course Alpha/Number/Section	X		
2. Course Title	X		
3. Instructor	X		
4. Office Hours	X		
5. Email Address	X		
6. Semester/Year	X		
7. Days/Time	X		
8. Department	X		
9. Classroom		X	ATL-A
10. Contact Phone		X	Need phone#
11. Required Textbook:	X		
a. Author	X		
b. ISBN		X	
c. Publisher & Edition	X		
12. Additional Supplements:	X		
13. Course Description	X		
14. Prerequisite	X		
15. Course Rationale		X	
16. Learning Objectives	X		
17. SLO (Department or Institutional)	X		
18. Course Requirements	X		
19. Alignment of LO's to SLO's to Course Requirement	X		
20. Method of Instruction	X		
21. Grading	X		
a. Letter or point grading system	X		
b. Course component weighed	X		
c. Level of competency mastered identified	X		
d. Scale range	X		
22. Withdrawal dates listed		X	
23. Attendance policy identified	X		Suggestion: Include ASCC policy
24. Tentative Topical Outline	X		
25. Rubrics identified	X		Included in student workbook
26. Sample of assessment instrument attached	X		Included in student workbook

	1st	2nd	3rd
Review	X		

	Approved	Disapproved	Resubmit
Status	X		


8/18/08

 Chairman Signature Date



 Dean of ITT Signature 8/20/08
Date

COURSE SYLLABUS

Semester: Fall 2008

Department: Institute of Trades & Technology

Course Alpha: AUTO 100

Course Title: Fundamentals of Automotive Mechanics

Course Credits: 3

Days/Time: MW/10:00 to 11:20 am

Instructor: Frederick R. Suisala

Office Hours: 11:30 am to 12:30 pm

Email Address: f.suisala@amsamo.edu

I. Course Description

This course is an introduction to the automotive technology program and profession. A survey course of the basic tools and fasteners and related mathematics required in the automotive service as well as shop safety and work ethics. This course is recommended for those students desiring entrance into the Automotive Technology Morning/Afternoon Program..

II. Course Rationale

This is an introductory automotive course design for entry level student. This course is recommended for those students desiring entrance into the Automotive Technology Morning/Afternoon program.

This course will satisfy the Basic Certificate of Proficiency requirement.

III. Course Objectives

This course is intended for students to:

- Describe general shop safety regulations
- Identify hazardous materials as relate to the automotive field
- Comprehend the Materials Safety Data Sheet (MSDS)
- Comprehend emergency and evacuation instructions
- Identify shop equipments and precautions
- Identify basic hand tools and proper usage
- Describe basic fundamentals of the automobile in all eight (8) areas
- Identify systems and components of the automobile
- Prepare the student to enter into the Automotive Technology Program

IV. Student Learning Outcomes

Upon successful completion of AUTO 100:

- Illustrate safety procedures in the automotive shop
- Analyze systems and components of an automobile
- Exhibit use of basic hand tools and precision measuring tools
- Reconstruct repair fasteners
- Investigate career opportunities
- Speak and write clearly to a variety of audiences

V. Course Requirements

1. Textbook: Today's Technician: Basic Automotive Service and Systems, by Clifton E.Owens & Jay Webster.
2. Workbook
3. Safety boots

VI. Teaching Methodology

- Presentation through lecture and assignments
- Demonstration and identification of various automotive systems, areas and components
- Utilizing various automotive publications and magazines.
- Participation in field trips
- Utilizing visual aides such as, VHS, DVD etc

- Invitation of quest speakers from the industry

VII. Evaluation

Grading Policy:

Grades will be submitted at the end of each semester.

Attendance: Each tardy (to class and from breaks) or absence will result in a point deduction from final accumulated grade points. Three tardy will equal one absence. Absence of 6 (six) days for MWF classes & 4 (four) days for TR classes and 3 (three) days for summer will result in a failing grade.

Extra Credit: Extra credit maybe offered to those seeking to improve their grades and will be assigned based on class participation and assignments.

Point system: All assignments – homework, worksheets, and quizzes are to be tabulated into final points.

	Points
Exams	230
Homework	230
Attendance	100
Extra credit	40

Point System

560 total assigned point; 600 total possible points with extra credit.

A	526 – 560 points	C+	431 – 447 points
A-	504 – 525 points	C	409 – 430 points
B+	487 – 524 points	C-	392 – 408 points
B	465 – 486 points	D+	370 – 391 points
B-	448 – 464 points	D	353 – 369 points
		D-	336 – 352 points
		F	<336

Topical Course Outline:

WEEK 1

General shop safety, tool and equipment safety, tools and equipment, basic shop procedures, measuring systems, measurements, and fasteners used in the automotive field.

WEEK 2

General shop safety, tool and equipment safety, tools and equipment, basic shop procedures, measuring systems, measurements, and fasteners used in the automotive field.

WEEK 3

Automobile theories and operations, Basic fundamentals of the reciprocating engine, four-stroke and two-stroke cycle, cylinder arrangements, engine oil, lubrication system and the engine cooling system.

WEEK 4

Automobile theories and operations, Basic fundamentals of the reciprocating engine, four-stroke and two-stroke cycle, cylinder arrangements, engine oil, lubrication system and the engine cooling system.

WEEK 5

Principals of automotive electricity and electric circuits, light circuits indicator lights and gauges and basic wiring.

WEEK 6

Study of Batteries and Starting systems.

WEEK 7

Study of Charging Systems and Ignition Systems.

WEEK 8

Fuel System Fundamentals and Components.

WEEK 9

Emission Systems and Basic Engine Computer Control.

WEEK 10

Fundamentals of Heating, Ventilation, and Air Conditioning Systems

WEEK 11

Fundamentals of Braking System and Traction Control system.

WEEK 12

Fundamentals of Steering and Suspension Systems, Tires and Wheels.

WEEK 13

Fundamentals and Operation of the Manual Transmission

WEEK 14

Fundamentals and Operation of the Automatic Transmission

WEEK 15


Transaxle, Clutch, Drive Shaft, Drive Axle.
Review

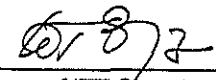
Instructor	Fred Suisala	Department	DISL
Course	DISL 100		

	Complete	INC	Notes
1. Course Alpha/Number/Section	X		
2. Course Title	X		
3. Instructor	X		
4. Office Hours	X		
5. Email Address	X		
6. Semester/Year	X		
7. Days/Time	X		
8. Department	X		
9. Classroom		X	Include ATL-A
10. Contact Phone		X	Need phone number
11. Required Textbook:	X		
a. Author	X		
b. ISBN		X	
c. Publisher & Edition		X	
12. Additional Supplements:	X		
13. Course Description	X		
14. Prerequisite	X		
15. Course Rationale	X		
16. Learning Objectives	X		
17. SLO (Department or Institutional)	X		Use departmental SLO
18. Course Requirements	X		
19. Alignment of LO's to SLO's to Course Requirement	X		
20. Method of Instruction	X		
21. Grading	X		
a. Letter or point grading system	X		
b. Course component weighed	X		
c. Level of competency mastered identified	X		
d. Scale range	X		
22. Withdrawal dates listed		X	
23. Attendance policy identified	X		Also include ASCC policy
24. Tentative Topical Outline	X		
25. Rubrics identified		X	
26. Sample of assessment instrument attached		X	

	1st	2nd	3rd
Review	X		

	Approved	Disapproved	Resubmit
Status	X		


8/18/08
 Chairman Signature Date


8/20/08
 Dean of ITT Signature Date

COURSE SYLLABUS

Semester: Fall 2008

Department: Institute of Trades & Technology

Course Alpha: DISL 100

Course Title: Fundamentals of Diesel Mechanics

Course Credits: 3

Days/Time: TR/10:00 am to 11:20 am

Instructor: Frederick R. Suisala

Office Hours: 11:30 am to 12:30 pm

Email Address: f.suisala@amsamoa.edu

I. Course Description

An introduction to the theory and operation of two and four cycle diesel engines. Instruction will include shop safety procedures, history of diesel, fundamentals and basic operations and maintenance of two stroke and four stroke engines. The course will review the different usages of the diesel engine. Basic tools and diesel engine designs will also be covered.

II. Course Rationale

This course is recommended for students desiring entrance into the Diesel Technology Program. This course will meet the Basic Certificate of Proficiency requirement

III. Course Objectives

To learn and able to:

- Explain and apply safety procedures
- Understand the history of diesel engines
- Understand Fundamentals of the diesel engine
- Explain different types of diesel engines
- Understand various applications of diesel engines

IV. Student Learning Outcomes

After successful completion of DISL 100, the student will be able to:

- Demonstrate safe work habits
- Explain 5 major differences between diesel and gasoline engines
- Name the major parts and explain their functions in diesel engine
- Discuss the major differences between 2 and 4 cycle engine operation

V. Course Requirements

- Textbook: Diesel Engines, An Introduction to.. By: John L. Lumney
- Safety Apparel

VI. Teaching Methodology

Diesel instruction includes:

- Presentation through lecture and assignments
- Demonstration and identification of various diesel engine components
- Utilizing various diesel publications and magazines.
- Participation in field trips
- Utilizing visual aides such as, VHS, DVD etc
- Invitation of quest speakers from the industry

VII. Evaluation

Grading Policy:

Grades will be submitted at the end of each semester.

Attendance: Each tardy (to class and from breaks) or absence will result in a point deduction from final accumulated grade points. Three tardy will equal one absence. Absence of 6 (six) days for MWF classes & 4 (four) days for TR classes and 3 (three) days for summer will result in a failing grade.

Extra Credit: Extra credit maybe offered to those seeking to improve their grades and will be assigned based on class participation and assignments.

Point system: All assignments – homework, worksheets, and quizzes are to be tabulated into final points.

	Points
Exams	230
Homework	230
Attendance	100
Extra credit	40

Point System

560 total assigned point; 600 total possible points with extra credit.

A	526 – 560 points	C+	431 – 447 points
A-	504 – 525 points	C	409 – 430 points
B+	487 – 524 points	C-	392 – 408 points
B	465 – 486 points	D+	370 – 391 points
B-	448 – 464 points	D	353 – 369 points
		D-	336 – 352 points
		F	<336

VIII. Topical Course Outline:

Week 1

Shop Safety Procedures and Precautions

Week 2

General Tool and Equipment Safety, Measuring Systems, Measurements, and Fasteners used in the Heavy Duty Field

Week 3

History of diesel

Week 4

Introduction to the Diesel Engine

Week 5

Fundamentals and Principles of the Diesel Engine

Week 6

Basic Fundamentals of the Reciprocating Engine. Four-Stroke and Two-stroke Cycle and Cylinder arrangements,.

Week 7

Intake and Exhaust systems

Week 8

Cylinder Heads and Components

Week 9

Pre-Combustion Chambers

Week 10

Turbo Charging and Supercharging

Week 11

Diesel Engine Block

Week 12

Lubrication System and the Engine Cooling System

Week 13

Basic Fuel System Fundamentals and Components

Week 14

Field Trip (ASPA, Industrial Gases and Marine Railway)

Week 15

Course Review

Instructor	Robert Moore	Department	ICT
Course	ICT 150_1		

	Complete	INC	Notes
1. Course Alpha/Number/Section	X		
2. Course Title	X		
3. Instructor	X		
4. Office Hours	X		
5. Email Address	X		
6. Semester/Year	X		
7. Days/Time	X		
8. Department	X		
9. Classroom	X		
10. Contact Phone	X		
11. Required Textbook:	X		
a. Author	X		
b. ISBN		X	State ISBN
c. Publisher & Edition	X		
12. Additional Supplements:	X		
13. Course Description	X		
14. Prerequisite	X		State here
15. Course Rationale	X		
16. Learning Objectives	X		
17. SLO (Department or Institutional	X		
18. Course Requirements	X		
19. Alignment of LO's to SLO's to Course Requirement	X		
20. Method of Instruction	X		How often do you interact with students?
21. Grading	X		
a. Letter or point grading system	X		
b. Course component weighed	X		
c. Level of competency mastered identified	X		
d. Scale range	X		
22. Withdrawal dates listed	X		
23. Attendance policy identified	X		
24. Tentative Topical Outline	X		
25. Rubrics identified		X	Need to create one to evaluate projects
26. Sample of assessment instrument attached		X	

	1st	2nd	3rd
Review	X		

	Approved	Disapproved	Resubmit
Status	X		

SPW 2/12/02
Chairman Signature Date

Dr. [Signature] 2/25/02
Dean of ITT Signature Date

AMERICAN SAMOA COMMUNITY COLLEGE
ACADEMIC AFFAIRS DIVISION
OFFICIAL COURSE SYLLABUS FORM

Course Alpha/Number: ICT 150-1

Semester / Year: Fall 2008

Department: Information and Communications Technology (ICT)

Course Title: Introduction To Computers

Days / Time: MWF 8-8:50 AM

Classroom: Room 15

Instructor: Robert D. Moore

Office Hours & Location: MWF 10-11, TR 9:30-11, or by appointment Rm 15/16

Email Address: r.moore@amsamoa.edu

Contact Phone: 699-9155x351

Required Textbook: Floyd Fuller & Brian Larsen, .

Computers – Understanding Technology – Brief Edition

Additional Supplements:

Lab Manual: Peter Norton, Office XP Brief Edition (kept in ICT Lab rm 15)

MOODLE (ict.amsamoa.edu/moodle/)

I. Course Description: This course provides an introduction to basic concepts and components of a microcomputer system, the Windows operating system, and popular application software. Topics include care of equipment, system management, Windows and basic network commands, and fundamentals of electronic mail, Internet, word processing, image processing, and spreadsheet software. Laboratory work exercises students in using of the graphical user interface (GUI), researching on the WWW, communicating via email, using spreadsheet software, and using word processing software to Microsoft Office User Specialist (MOUS) Specialist standards.

II. Course Rationale: This is an introductory (no prerequisites) computer literacy course designed for ASCC students who want to use a computer for word-processing, web-browsing, and other applications found on campus and in the workplace. It is highly recommended for students who wish to transfer to a four-year institution where computer literacy is required.

III. Learning Objectives:

- Student can describe the components of a Computer Information System (hardware, software, data and people) and how they interrelate.
- Student can describe standard hardware components (memory, storage, processing, I/O), and how they work.
- Student can describe types of software (system, application) and the various purposes of each.
- Student can describe the basic purpose of the various categories of application software such as word processing, spreadsheet, web-browser, etc.
- Student can operate tutorial software to improve personal productivity skills.

- Student understands the role of systems software (file system, user interface, multi-tasking) and applies that knowledge in using a typical graphical user interface to control various system aspects (file, disk and directory maintenance, starting and stopping tasks, controlling I/O, etc.).
- Student applies knowledge of word processing to accomplish typical business and personal tasks, to change elements of word processing (fonts, margins) to create informative, understandable page layout design, and to use common tools (spell/grammar check, thesaurus) to gain more effective written communication skills.
- Student applies knowledge of the basic concepts of networking and the information superhighway to send, read, and reply to E-mail and to conduct research on the world-wide web using hyperlinks, search engines and directory pages.

IV. Student Learning Outcomes (SLO): Upon completion of course requirements, students will be able to:

- execute basic computer commands in a classroom / work setting.
- communicate successfully using computer technology.
- demonstrate general computer skills in solving classroom problems.

V. Course Requirements:

- Students should plan on 2 hours on a computer outside of assigned class hours per week to complete lab projects and prepare for lab exams.
- During Final Examination period, make-up / improvement lab exams will be administered. Students (1) must retake all lab exams where minimum grade (60) was not achieved and / or (2) may retake lab exams to improve course average so long as previous make-up score is greater than 84.
- Cell phones may **NOT** be used in the classroom **AND MUST** be turned **OFF** while in class. Any cell phone ringing in the classroom will be confiscated for two weeks.
- Lab machines may not be used to listen to music from the internet. Any unauthorized equipment attached to lab machines for this purpose will be confiscated.

VI. Methods of Instruction:

- ICT 150 includes lectures (available for review on MOODLE), classroom demonstrations, activities posted on MOODLE / textbook web site, and lab assignments.
- The lab manual provides detailed instructions for completing exercises and hints for completing assessments. Video resources are employed for demonstrations in the use of Microsoft Word and other Office applications.
- Additional multi-media tutorial demonstrations are available on the intranet site.
- Students download project instructions and any source files from the download site. These projects are usually a combination or amplification of Assessments from the lab manual. After completing these projects, students submit them via MOODLE. (Print-outs are submitted separately.) After grading projects, grade sheets and print outs are returned to students. Project files are reviewed with students where instructor deems appropriate or on student request.

VII. Grading:

Best 4 of 5 quizzes - (4 x 10%)	40%
Best 5 of 6 Projects (Px) (5 x 4%)	20%
Windows OS Lab Exam (GUI)	10%
Internet Lab Exam	10%
Word Processing Lab Exam	20%
Total	100%

A = 90+, B = 80 – 89, C = 70 – 79, D = 60 – 69, F = 0 - 59

VIII. Withdrawal.

Last day to officially withdraw from the course and receive a W : 17-Oct-08.

Last day to officially withdraw from the course and receive a W/F or W/NP : 24-Oct-08.

IX. Attendance Policy

All students attending ASCC are expected to attend all of their scheduled classes. Students with excessive absences during the first two weeks of instruction will be administratively dropped. A student cannot exceed six (6) absences for Monday, Wednesday, Friday classes or four (4) for Tuesday, Thursday classes. Students with excessive absences, in accordance with this policy, will receive a lower or failing grade for the semester or session.

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

Tentative Course Topical Outline:

Week	Topic / Activity	Reading/Lab Assignment
1 [18- Aug]	Classroom / Lab Procedures MOODLE familiarization	ASCC Catalog and ICT150 Course Syllabus
2 [25- Aug]	GUI Demo	Project 1 (GUI)
3 [1- Sep]	***Holiday – Labor Day*** Lecture [Our Digital World] Lab-Windows Basics (6-49)	Text ch 1 Project 1 due
4 [8- Sep]	GUI Lab Exam Lab-IE Basics (50-79)	Project 2 (Internet)
5 [15- Sep]	Lab-Ofc Basics (80-119) Quiz 1	Project 2 (Internet)
6 [22- Sep]	Lecture [Computer Hardware I] Lab-Word Basics (126-162)	Text ch 2 Project 2 due
7 [29- Sep]	Internet Lab Exam Lab-Word Basics (169-179)	Project 3 (WP I)
8 [6- Oct]	Lab-Word Lsn2 (185-228) Quiz 2	Project 3 due
9 [13- Oct]	***Holiday – Columbus Day*** Lecture [Computer Hardware II] Lab-Word Lsn2 (235-247) WP LabX Demo	Text ch 3 Project 4 (WP II)
10 [20-Oct]	Lab-eXcel Basics (254-294) Quiz 3	Project 4 due
11 [27-Oct]	Lab-eXcel Basics (301-310) Lecture [System S/w]	Text ch 4 Project 5 (Old WP LabX)
12 [3-Nov]	Quiz 4 Lab-Project 5	Project 5 due
13 [10-Nov]	***Holiday – Veterans' Day*** Lecture [Application S/w] WP Lab Exam	Text ch 5 Project 6 (Excel)
14 [17-Nov]	Lab-Project 6	Project 6 (Excel)
15 [24-Nov]	Course Review Quiz 5 ***Holiday – Thanksgiving***	Project 6 due
16 [1-Dec]	Finals / Make-up Lab eXams	



Instructor	Robert Moore	Department	ICT
Course	ICT 150_2		

	Complete	INC	Notes
1. Course Alpha/Number/Section	X		
2. Course Title	X		
3. Instructor	X		
4. Office Hours	X		
5. Email Address	X		
6. Semester/Year	X		
7. Days/Time	X		
8. Department	X		
9. Classroom	X		
10. Contact Phone	X		
11. Required Textbook:	X		
a. Author	X		
b. ISBN		X	State ISBN
c. Publisher & Edition	X		
12. Additional Supplements:	X		
13. Course Description	X		
14. Prerequisite	X		State here
15. Course Rationale	X		
16. Learning Objectives	X		
17. SLO (Department or Institutional)	X		
18. Course Requirements	X		
19. Alignment of LO's to SLO's to Course Requirement	X		
20. Method of Instruction	X		How often do you interact with students?
21. Grading	X		
a. Letter or point grading system	X		
b. Course component weighed	X		
c. Level of competency mastered identified	X		
d. Scale range	X		
22. Withdrawal dates listed	X		
23. Attendance policy identified	X		
24. Tentative Topical Outline	X		
25. Rubrics identified		X	Need to create one to evaluate projects
26. Sample of assessment instrument attached		X	

	1st	2nd	3rd
Review	X		

	Approved	Disapproved	Resubmit
Status	X		

[Signature] 8/18/08
 Chairman Signature Date

[Signature] 8/25/08
 Dean of ITT Signature Date

AMERICAN SAMOA COMMUNITY COLLEGE
ACADEMIC AFFAIRS DIVISION
OFFICIAL COURSE SYLLABUS FORM

Course Alpha/Number: ICT 150-2

Semester / Year: Fall 2008

Department: Information and Communications Technology (ICT)

Course Title: Introduction To Computers

Days / Time: MWF 9-9:50 AM

Classroom: Room 15

Instructor: Robert D. Moore

Office Hours & Location: MWF 10-11, TR 9:30-11, or by appointment Rm 15/16

Email Address: r.moore@amsamoa.edu

Contact Phone: 699-9155x351

Required Textbook: Floyd Fuller & Brian Larsen,

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Additional Supplements:

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I. Course Description: This course provides an introduction to basic concepts and components of a microcomputer system, the Windows operating system, and popular application software. Topics include care of equipment, system management, Windows and basic network commands, and fundamentals of electronic mail, Internet, word processing, image processing, and spreadsheet software. Laboratory work exercises students in using of the graphical user interface (GUI), researching on the WWW, communicating via email, using spreadsheet software, and using word processing software to Microsoft Office User Specialist (MOUS) Specialist standards.

II. Course Rationale: This is an introductory (no prerequisites) computer literacy course designed for ASCC students who want to use a computer for word-processing, web-browsing, and other applications found on campus and in the workplace. It is highly recommended for students who wish to transfer to a four-year institution where computer literacy is required.

III. Learning Objectives:

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- Student can describe standard hardware components (memory, storage, processing, I/O), and how they work.
- Student can describe types of software (system, application) and the various purposes of each.
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V. Course Requirements:

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- Cell phones may **NOT** be used in the classroom **AND MUST** be turned **OFF** while in class. Any cell phone ringing in the classroom will be confiscated for two weeks.
- Lab machines may not be used to listen to music from the internet. Any unauthorized equipment attached to lab machines for this purpose will be confiscated.

VI. Methods of Instruction:

- ICT 150 includes lectures (available for review on MOODLE), classroom demonstrations, activities posted on MOODLE / textbook web site, and lab assignments.
- The lab manual provides detailed instructions for completing exercises and hints for completing assessments. Video resources are employed for demonstrations in the use of Microsoft Word and other Office applications.
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Internet Lab Exam	10%
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Total	100%

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VIII. Withdrawal.

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Last day to officially withdraw from the course and receive a W/F or W/NP : 24-Oct-08.

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7 [29- Sep]	Internet Lab Exam Lab-Word Basics (169-179)	Project 3 (WP I)
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9 [13- Oct]	***Holiday – Columbus Day*** Lecture [Computer Hardware II] Lab-Word Lsn2 (235-247) WP LabX Demo	Text ch 3 Project 4 (WP II)
10 [20-Oct]	Lab-eXcel Basics (254-294) Quiz 3	Project 4 due
11 [27-Oct]	Lab-eXcel Basics (301-310) Lecture [System S/w]	Text ch 4 Project 5 (Old WP LabX)
12 [3-Nov]	Quiz 4 Lab-Project 5	Project 5 due
13 [10-Nov]	***Holiday – Veterans' Day*** Lecture [Application S/w] WP Lab Exam	Text ch 5 Project 6 (Excel)
14 [17-Nov]	Lab-Project 6	Project 6 (Excel)
15 [24-Nov]	Course Review Quiz 5 ***Holiday – Thanksgiving***	Project 6 due
16 [1-Dec]	Finals / Make-up Lab eXams	

Instructor	Robert Moore	Department	ICT
Course	ICT 150_3		

	Complete	INC	Notes
1. Course Alpha/Number/Section	X		
2. Course Title	X		
3. Instructor	X		
4. Office Hours	X		
5. Email Address	X		
6. Semester/Year	X		
7. Days/Time	X		
8. Department	X		
9. Classroom	X		
10. Contact Phone	X		
11. Required Textbook:	X		
a. Author	X		
b. ISBN		X	State ISBN
c. Publisher & Edition	X		
12. Additional Supplements:	X		
13. Course Description	X		
14. Prerequisite	X		State here
15. Course Rationale	X		
16. Learning Objectives	X		
17. SLO (Department or Institutional)	X		
18. Course Requirements	X		
19. Alignment of LO's to SLO's to Course Requirement	X		
20. Method of Instruction	X		How often do you interact with students?
21. Grading	X		
a. Letter or point grading system	X		
b. Course component weighed	X		
c. Level of competency mastered identified	X		
d. Scale range	X		
22. Withdrawal dates listed	X		
23. Attendance policy identified	X		
24. Tentative Topical Outline	X		
25. Rubrics identified		X	Need to create one to evaluate projects
26. Sample of assessment instrument attached		X	

	1st	2nd	3rd
Review	X		

	Approved	Disapproved	Resubmit
Status	X		

SM 8/18/08
 Chairman Signature Date

[Signature] 9/20/08
 Dean of ITT Signature Date

AMERICAN SAMOA COMMUNITY COLLEGE
ACADEMIC AFFAIRS DIVISION
OFFICIAL COURSE SYLLABUS FORM

Course Alpha/Number: ICT 150-3

Semester / Year: Fall 2008

Department: Information and Communications Technology (ICT)

Course Title: Introduction To Computers

Days / Time: MWF 1-1:50 PM

Classroom: Room 15

Instructor: Robert D. Moore

Office Hours & Location: MWF 10-11, TR 9:30-11, or by appointment Rm 15/16

Email Address: r.moore@amsamoa.edu

Contact Phone: 699-9155x351

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Additional Supplements:

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14 [17-Nov]	Lab-Project 6	Project 6 (Excel)
15 [24-Nov]	Course Review Quiz 5 ***Holiday – Thanksgiving***	Project 6 due
16 [1-Dec]	Finals / Make-up Lab eXams	

Instructor	Robert Moore	Department	ICT
Course	ICT 150_4		

	Complete	INC	Notes
1. Course Alpha/Number/Section	X		
2. Course Title	X		
3. Instructor	X		
4. Office Hours	X		
5. Email Address	X		
6. Semester/Year	X		
7. Days/Time	X		
8. Department	X		
9. Classroom	X		
10. Contact Phone	X		
11. Required Textbook:	X		
a. Author	X		
b. ISBN		X	State ISBN
c. Publisher & Edition	X		
12. Additional Supplements:	X		
13. Course Description	X		
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16. Learning Objectives	X		
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24. Tentative Topical Outline	X		
25. Rubrics identified		X	Need to create one to evaluate projects
26. Sample of assessment instrument attached		X	

	1st	2nd	3rd
Review	X		

	Approved	Disapproved	Resubmit
Status	X		

RM 8/18/08
Chairman Signature Date

WJZ 9/25/08
Dean of ITT Signature Date

AMERICAN SAMOA COMMUNITY COLLEGE
ACADEMIC AFFAIRS DIVISION
OFFICIAL COURSE SYLLABUS FORM

Course Alpha/Number: ICT 150-4

Semester / Year: Fall 2008

Department: Information and Communications Technology (ICT)

Course Title: Introduction To Computers

Days / Time: TR 8-9:15 AM

Classroom: Room 15

Instructor: Robert D. Moore

Office Hours & Location: MWF 10-11, TR 9:30-11, or by appointment Rm 15/16

Email Address: r.moore@amsamoa.edu

Contact Phone: 699-9155x351

Required Textbook: Floyd Fuller & Brian Larsen,

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- Student can describe the basic purpose of the various categories of application software such as word processing, spreadsheet, web-browser, etc.
- Student can operate tutorial software to improve personal productivity skills.

- Student understands the role of systems software (file system, user interface, multi-tasking) and applies that knowledge in using a typical graphical user interface to control various system aspects (file, disk and directory maintenance, starting and stopping tasks, controlling I/O, etc.).
- Student applies knowledge of word processing to accomplish typical business and personal tasks, to change elements of word processing (fonts, margins) to create informative, understandable page layout design, and to use common tools (spell/grammar check, thesaurus) to gain more effective written communication skills.
- Student applies knowledge of the basic concepts of networking and the information superhighway to send, read, and reply to E-mail and to conduct research on the world-wide web using hyperlinks, search engines and directory pages.

IV. Student Learning Outcomes (SLO): Upon completion of course requirements, students will be able to:

- execute basic computer commands in a classroom / work setting.
- communicate successfully using computer technology.
- demonstrate general computer skills in solving classroom problems.

V. Course Requirements:

- Students should plan on 2 hours on a computer outside of assigned class hours per week to complete lab projects and prepare for lab exams.
- During Final Examination period, make-up / improvement lab exams will be administered. Students (1) must retake all lab exams where minimum grade (60) was not achieved and / or (2) may retake lab exams to improve course average so long as previous make-up score is greater than 84.
- Cell phones may **NOT** be used in the classroom **AND MUST** be turned **OFF** while in class. Any cell phone ringing in the classroom will be confiscated for two weeks.
- Lab machines may not be used to listen to music from the internet. Any unauthorized equipment attached to lab machines for this purpose will be confiscated.

VI. Methods of Instruction:

- ICT 150 includes lectures (available for review on MOODLE), classroom demonstrations, activities posted on MOODLE / textbook web site, and lab assignments.
- The lab manual provides detailed instructions for completing exercises and hints for completing assessments. Video resources are employed for demonstrations in the use of Microsoft Word and other Office applications.
- Additional multi-media tutorial demonstrations are available on the intranet site.
- Students download project instructions and any source files from the download site. These projects are usually a combination or amplification of Assessments from the lab manual. After completing these projects, students submit them via MOODLE. (Print-outs are submitted separately.) After grading projects, grade sheets and print outs are returned to students. Project files are reviewed with students where instructor deems appropriate or on student request.

VII. Grading:

Best 4 of 5 quizzes - (4 x 10%)	40%
Best 5 of 6 Projects (Px) (5 x 4%)	20%
Windows OS Lab Exam (GUI)	10%
Internet Lab Exam	10%
Word Processing Lab Exam	20%
Total	100%

A = 90+, B = 80 – 89, C = 70 – 79, D = 60 – 69, F = 0 - 59

VIII. Withdrawal.

Last day to officially withdraw from the course and receive a W : 17-Oct-08.

Last day to officially withdraw from the course and receive a W/F or W/NP : 24-Oct-08.

IX. Attendance Policy

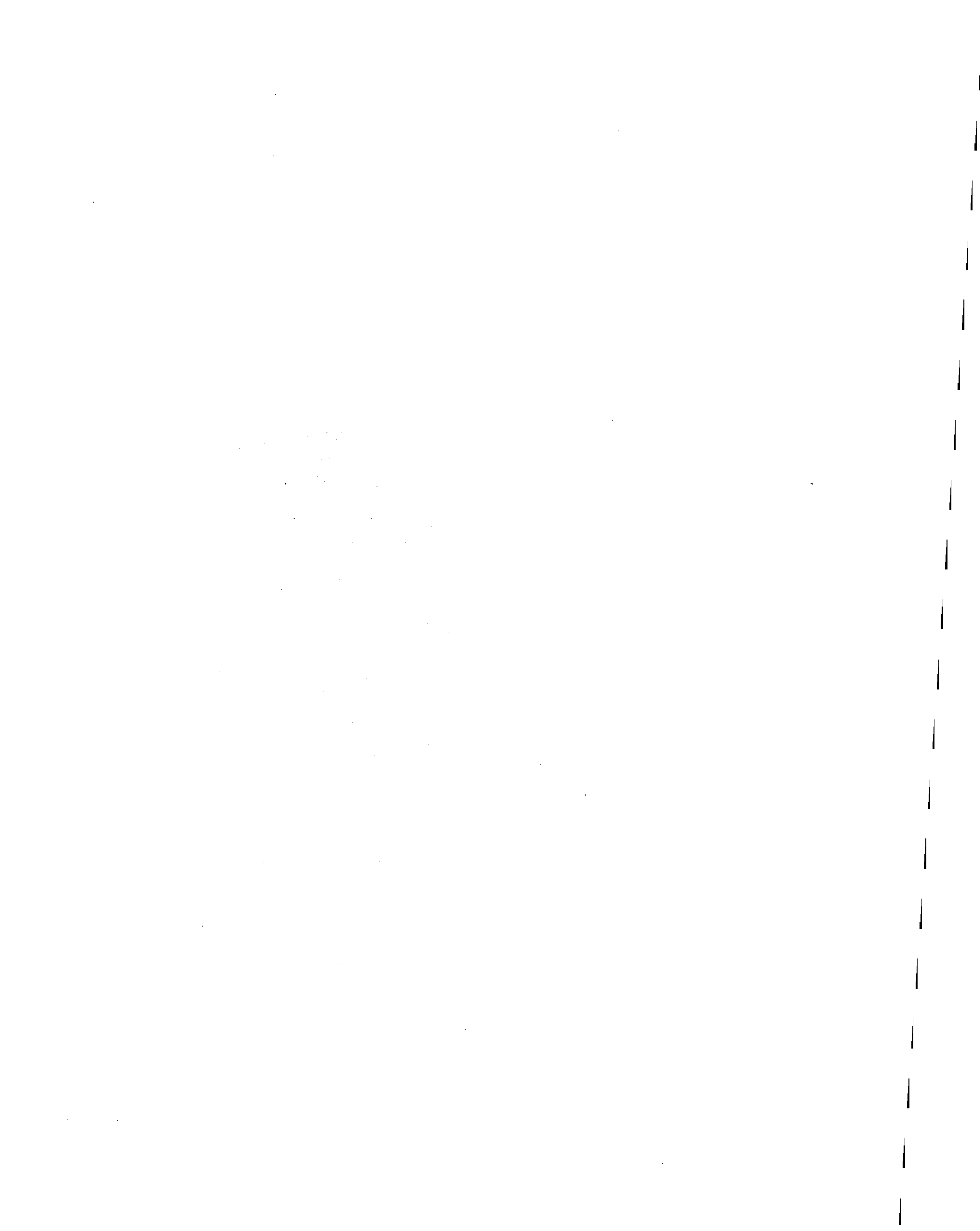
All students attending ASCC are expected to attend all of their scheduled classes. Students with excessive absences during the first two weeks of instruction will be administratively dropped. A student cannot exceed six (6) absences for Monday, Wednesday, Friday classes or four (4) for Tuesday, Thursday classes. Students with excessive absences, in accordance with this policy, will receive a lower or failing grade for the semester or session.

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

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

Tentative Course Topical Outline:

Week	Topic / Activity	Reading/Lab Assignment
1 [18- Aug]	Classroom / Lab Procedures MOODLE familiarization	ASCC Catalog and ICT150 Course Syllabus
2 [25- Aug]	GUI Demo	Project 1 (GUI)
3 [1- Sep]	***Holiday – Labor Day*** Lecture [Our Digital World] Lab-Windows Basics (6-49)	Text ch 1 Project 1 due
4 [8- Sep]	GUI Lab Exam Lab-IE Basics (50-79)	Project 2 (Internet)
5 [15- Sep]	Lab-Ofc Basics (80-119) Quiz 1	Project 2 (Internet)
6 [22- Sep]	Lecture [Computer Hardware I] Lab-Word Basics (126-162)	Text ch 2 Project 2 due
7 [29- Sep]	Internet Lab Exam Lab-Word Basics (169-179)	Project 3 (WP I)
8 [6- Oct]	Lab-Word Lsn2 (185-228) Quiz 2	Project 3 due
9 [13- Oct]	***Holiday – Columbus Day*** Lecture [Computer Hardware II] Lab-Word Lsn2 (235-247) WP LabX Demo	Text ch 3 Project 4 (WP II)
10 [20-Oct]	Lab-eXcel Basics (254-294) Quiz 3	Project 4 due
11 [27-Oct]	Lab-eXcel Basics (301-310) Lecture [System S/w]	Text ch 4 Project 5 (Old WP LabX)
12 [3-Nov]	Quiz 4 Lab-Project 5	Project 5 due
13 [10-Nov]	***Holiday – Veterans' Day*** Lecture [Application S/w] WP Lab Exam	Text ch 5 Project 6 (Excel)
14 [17-Nov]	Lab-Project 6	Project 6 (Excel)
15 [24-Nov]	Course Review Quiz 5 ***Holiday – Thanksgiving***	Project 6 due
16 [1-Dec]	Finals / Make-up Lab eXams	



Instructor	Robert Moore	Department	ICT
Course	ICT 150_5		

	Complete	INC	Notes
1. Course Alpha/Number/Section		X	Change section to 5
2. Course Title	X		
3. Instructor	X		
4. Office Hours	X		
5. Email Address	X		
6. Semester/Year	X		
7. Days/Time	X		
8. Department	X		
9. Classroom	X		
10. Contact Phone	X		
11. Required Textbook:	X		
a. Author	X		
b. ISBN		X	State ISBN
c. Publisher & Edition	X		
12. Additional Supplements:	X		
13. Course Description	X		
14. Prerequisite	X		State here
15. Course Rationale	X		
16. Learning Objectives	X		
17. SLO (Department or Institutional)	X		
18. Course Requirements	X		
19. Alignment of LO's to SLO's to Course Requirement	X		
20. Method of Instruction	X		How often do you interact with students?
21. Grading	X		
a. Letter or point grading system	X		
b. Course component weighed	X		
c. Level of competency mastered identified	X		
d. Scale range	X		
22. Withdrawal dates listed	X		
23. Attendance policy identified	X		
24. Tentative Topical Outline	X		
25. Rubrics identified		X	Need to create one to evaluate projects
26. Sample of assessment instrument attached		X	

	1st	2nd	3rd
Review	X		

	Approved	Disapproved	Resubmit
Status	X		

RM 8/17/08
Chairman Signature Date

Dev 377 8/25/08
Dean of TTT Signature Date

AMERICAN SAMOA COMMUNITY COLLEGE
ACADEMIC AFFAIRS DIVISION
OFFICIAL COURSE SYLLABUS FORM

Course Alpha/Number: ICT 150-4

Semester / Year: Fall 2008

Department: Information and Communications Technology (ICT)

Course Title: Introduction To Computers

Days / Time: TR 2-3:15 PM

Classroom: Room 15

Instructor: Robert D. Moore

Office Hours & Location: MWF 10-11, TR 9:30-11, or by appointment Rm 15/16

Email Address: r.moore@amsamoa.edu

Contact Phone: 699-9155x351

Required Textbook: Floyd Fuller & Brian Larsen,

Computers – Understanding Technology – Brief Edition

Additional Supplements:

Lab Manual: Peter Norton, Office XP Brief Edition (kept in ICT Lab rm 15)

MOODLE (ict.amsamoa.edu/moodle/)

I. Course Description: This course provides an introduction to basic concepts and components of a microcomputer system, the Windows operating system, and popular application software. Topics include care of equipment, system management, Windows and basic network commands, and fundamentals of electronic mail, Internet, word processing, image processing, and spreadsheet software. Laboratory work exercises students in using of the graphical user interface (GUI), researching on the WWW, communicating via email, using spreadsheet software, and using word processing software to Microsoft Office User Specialist (MOUS) Specialist standards.

II. Course Rationale: This is an introductory (no prerequisites) computer literacy course designed for ASCC students who want to use a computer for word-processing, web-browsing, and other applications found on campus and in the workplace. It is highly recommended for students who wish to transfer to a four-year institution where computer literacy is required.

III. Learning Objectives:

- Student can describe the components of a Computer Information System (hardware, software, data and people) and how they interrelate.
- Student can describe standard hardware components (memory, storage, processing, I/O), and how they work.
- Student can describe types of software (system, application) and the various purposes of each.
- Student can describe the basic purpose of the various categories of application software such as word processing, spreadsheet, web-browser, etc.
- Student can operate tutorial software to improve personal productivity skills.

- Student understands the role of systems software (file system, user interface, multi-tasking) and applies that knowledge in using a typical graphical user interface to control various system aspects (file, disk and directory maintenance, starting and stopping tasks, controlling I/O, etc.).
- Student applies knowledge of word processing to accomplish typical business and personal tasks, to change elements of word processing (fonts, margins) to create informative, understandable page layout design, and to use common tools (spell/grammar check, thesaurus) to gain more effective written communication skills.
- Student applies knowledge of the basic concepts of networking and the information superhighway to send, read, and reply to E-mail and to conduct research on the world-wide web using hyperlinks, search engines and directory pages.

IV. Student Learning Outcomes (SLO): Upon completion of course requirements, students will be able to:

- execute basic computer commands in a classroom / work setting.
- communicate successfully using computer technology.
- demonstrate general computer skills in solving classroom problems.

V. Course Requirements:

- Students should plan on 2 hours on a computer outside of assigned class hours per week to complete lab projects and prepare for lab exams.
- During Final Examination period, make-up / improvement lab exams will be administered. Students (1) must retake all lab exams where minimum grade (60) was not achieved and / or (2) may retake lab exams to improve course average so long as previous make-up score is greater than 84.
- Cell phones may **NOT** be used in the classroom **AND MUST** be turned **OFF** while in class. Any cell phone ringing in the classroom will be confiscated for two weeks.
- Lab machines may not be used to listen to music from the internet. Any unauthorized equipment attached to lab machines for this purpose will be confiscated.

VI. Methods of Instruction:

- ICT 150 includes lectures (available for review on MOODLE), classroom demonstrations, activities posted on MOODLE / textbook web site, and lab assignments.
- The lab manual provides detailed instructions for completing exercises and hints for completing assessments. Video resources are employed for demonstrations in the use of Microsoft Word and other Office applications.
- Additional multi-media tutorial demonstrations are available on the intranet site.
- Students download project instructions and any source files from the download site. These projects are usually a combination or amplification of Assessments from the lab manual. After completing these projects, students submit them via MOODLE. (Print-outs are submitted separately.) After grading projects, grade sheets and print outs are returned to students. Project files are reviewed with students where instructor deems appropriate or on student request.

VII. Grading:

Best 4 of 5 quizzes - (4 x 10%)	40%
Best 5 of 6 Projects (Px) (5 x 4%)	20%
Windows OS Lab Exam (GUI)	10%
Internet Lab Exam	10%
Word Processing Lab Exam	20%
Total	100%

A = 90+, B = 80 – 89, C = 70 – 79, D = 60 – 69, F = 0 - 59

VIII. Withdrawal.

Last day to officially withdraw from the course and receive a W : 17-Oct-08.

Last day to officially withdraw from the course and receive a W/F or W/NP : 24-Oct-08.

IX. Attendance Policy

All students attending ASCC are expected to attend all of their scheduled classes. Students with excessive absences during the first two weeks of instruction will be administratively dropped. A student cannot exceed six (6) absences for Monday, Wednesday, Friday classes or four (4) for Tuesday, Thursday classes. Students with excessive absences, in accordance with this policy, will receive a lower or failing grade for the semester or session.

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

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

Tentative Course Topical Outline:


Week	Topic / Activity	Reading/Lab Assignment
1 [18- Aug]	Classroom / Lab Procedures MOODLE familiarization	ASCC Catalog and ICT150 Course Syllabus
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5 [15- Sep]	Lab-Ofc Basics (80-119) Quiz 1	Project 2 (Internet)
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7 [29- Sep]	Internet Lab Exam Lab-Word Basics (169-179)	Project 3 (WP I)
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9 [13- Oct]	***Holiday – Columbus Day*** Lecture [Computer Hardware II] Lab-Word Lsn2 (235-247) WP LabX Demo	Text ch 3 Project 4 (WP II)
10 [20-Oct]	Lab-eXcel Basics (254-294) Quiz 3	Project 4 due
11 [27-Oct]	Lab-eXcel Basics (301-310) Lecture [System S/w]	Text ch 4 Project 5 (Old WP LabX)
12 [3-Nov]	Quiz 4 Lab-Project 5	Project 5 due
13 [10-Nov]	***Holiday – Veterans' Day*** Lecture [Application S/w] WP Lab Exam	Text ch 5 Project 6 (Excel)
14 [17-Nov]	Lab-Project 6	Project 6 (Excel)
15 [24-Nov]	Course Review Quiz 5 ***Holiday – Thanksgiving***	Project 6 due
16 [1-Dec]	Finals / Make-up Lab eXams	

Instructor	Michael Leau/Sonny Leomiti/Sal Poloai	Department	ICT
Course	ICT 150 6-12		


	Complete	INC	Notes
1. Course Alpha/Number/Section	X		
2. Course Title	X		
3. Instructor	X		
4. Office Hours	X		
5. Email Address	X		
6. Semester/Year	X		
7. Days/Time	X		
8. Department	X		
9. Classroom	X		
10. Contact Phone	X		
11. Required Textbook:	X		
a. Author	X		
b. ISBN	X		
c. Publisher & Edition	X		
12. Additional Supplements:	X		
13. Course Description	X		
14. Prerequisite		X	Need to insert
15. Course Rationale	X		
16. Learning Objectives	X		
17. SLO (Department or Institutional	X		
18. Course Requirements	X		
19. Alignment of LO's to SLO's to Course Requirement	X		
20. Method of Instruction	X		
21. Grading	X		
a. Letter or point grading system	X		
b. Course component weighed	X		
c. Level of competency mastered identified	X		
d. Scale range	X		
22. Withdrawal dates listed	X		
23. Attendance policy identified	X		
24. Tentative Topical Outline	X		
25. Rubrics idenetified	X		
26. Sample of assessment instrument attached	X		

	1st	2nd	3rd
Review	X		

	Approved	Disapproved	Resubmit
Status	X		


8/18/08

 Chairman Signature Date


8/18/08

 Dean of ITT Signature Date

ICT 150
Introduction to Computers
Fall 2008

Course Alpha/Number: ICT 150
Course Title: Introduction To Computers

Semester / Year: Fall 2008
Days / Time: TR 9:00-10:20
TR 11:00- 12:20
MWF 12:00-12:50
MWF 1:00-1:50
MWF 11:00-11:50
MWF 9:00-9:50
TR 11:00-12:20

Instructors: Michael Le'au/ Sal Poloai

Department: Information and Communications Technology

Office Hours & Location: M-F 8-3:00pm

Classroom: ITT-LAB A or B (Class / Lab)

Email Address: m.leau@amsamoa.edu
s.poloai@amsamoa.edu
s.leomiti@amsamoa.edu

Contact Phone: 699-9155 (ext 369)

Contact Phone: 699-9155 (ext 394)

Requirements:

1. Textbook: Computer: Understanding Technology (ISBN 9780763829377)
2. USB Flash Drive – 128 MB or higher

Additional Supplements:

MOODLE eCourse Management Site - ict.moodle.as/moodle/ or link at www.amsamoa.as
Courseport, Course Web Site – scsite.com

I. Course Description

This course provides an introduction to basic concepts and components of a microcomputer system, the Windows operating system, and popular application software. Topics include care of equipment, system management, Windows and basic network commands, and fundamentals of electronic mail, Internet, word processing, image processing, and spreadsheet software. Laboratory work includes graphical user interface (GUI) and Internet exercises, and word processing and spreadsheets basics to Microsoft Office User Specialist (MOUS) Specialist standards.

II. Course Rationale

This is an introductory computer literacy course designed for ASCC students who want to use a computer for word-processing, web-browsing, and other applications found on campus and in the workplace. It is highly recommended for students who wish to transfer to a four-year institution where computer literacy is required.

III. Learning Objectives

This course is intended for students to:

- Student can describe the components of a Computer Information System (hardware, software, data and people) and how they interrelate.
- Student can describe standard hardware components (memory, storage, processing, I/O), and how they work.
- Student can describe types of software (system, application) and the various purposes of each.
- Student can describe the basic purpose of the various categories of application software such as word processing, spreadsheet, web-browser, etc.
- Student understands the role of systems software (file system, user interface, multi-tasking) and applies that knowledge in using a typical graphical user interface to control various system aspects (file, disk and directory maintenance, starting and stopping tasks, controlling I/O, etc.).

IV. Student Learning Outcomes (SLO)

After completing this course, a student should be able to:

- Infer basic computer commands in a work setting.
- Initiate successfully communication skills using computer technology.
- Improve general computer skills to solve problems in a class, work or home setting.
- Illustrate, compose, edit and justify sources
- Utilize electronic media to communicate, locate and retrieve information
- Apply technology to locate, interpret, organize and present information

V. Course Requirements

- o Students should plan on 4-5 hours on a computer outside of assigned class hours per week to complete lab projects. ASCC general computer labs (Rm. 16) are open from 8am-4pm (closed for lunch), and the ICT lab is open ONLY to ICT students during hours in which courses are not offered in the room. Please refer to the ITT Lab schedule for available lab hours.
- o A textbook is an absolute requirement. It will be impossible to pass this class without a textbook.
- o USB flash drive is required to save work that you do in this course. You will also need it to perform your Windows XP project. The instructor is not responsible for work you saved on the computer's hard drive should your computer crash. You are responsible for backing up your work and saving it on your USB flash drive.

VI. Methods of Instruction

ICT 150 includes lectures, examinations and course projects. The examination portion of the course is made up of quizzes and exam. Laboratory assignments will consist of internet based research, worksheets and presentations, and projects done in Microsoft Suite of Internet Explorer, Microsoft Word, Excel, and PowerPoint.

VII. Withdrawal

Last day to officially withdraw from the course and receive a W : September 8 – October 17, 2008

Last day to officially withdraw from the course and receive a W/F or W/NP : October 20 – November 7, 2008

VIII. Attendance Policy

Unexcused absence when an exam/lab exercise is administered will result in a score of zero (0), no exceptions. You are responsible for the notes, handouts, projects and laboratory assignments you missed.

All students attending ASCC are expected to attend all of their scheduled classes. Students with excessive absences during the first two weeks of instruction will be administratively dropped (for ICT 150, students who miss one week of class consecutively (3 consecutive days for MWF classes and 2 consecutive days for TR classes), or 5 non-consecutive absences will be administratively dropped).

Instructors are required to include in their course syllabi the College's attendance policy and distributed to students during the first week of instruction. A student cannot exceed six (6) absences for Monday, Wednesday, Friday classes; four (4) for Tuesday, Thursday classes; and three (3) for Fall sessions. Students with excessive absences in accordance to this policy will receive a lower or failing grade for the semester or session.

A student can be excused from classes "at the discretion or upon verification of the instructor, for the following reasons: medical reasons, family emergency, special curricular activities, military obligations, jury duty, and related official College sponsored activities. It is the responsibility of the student to make arrangements with his/her instructor(s) for work to be made up for absences due to legitimate reasons. Students are required to submit in writing justifications or provide appropriate documentation justifying absences to the Dean of Academic Affairs for approval. Veteran students are to refer to the Student Services Veterans Educational Benefits sections for additional attendance requirements.

X. Grading

		Points	Approximate % of Grade
Quizzes	4 x 25pts	100	17.8%
Presentation	Power Point	100	17.8%
Project #1	Word #1 (Draft)	100	17.8%
Project #2	Excel	100	17.8%
Project #3	Word #2 (Final)	100	17.8%
Assignments	6 x 10pts	60	10.7%

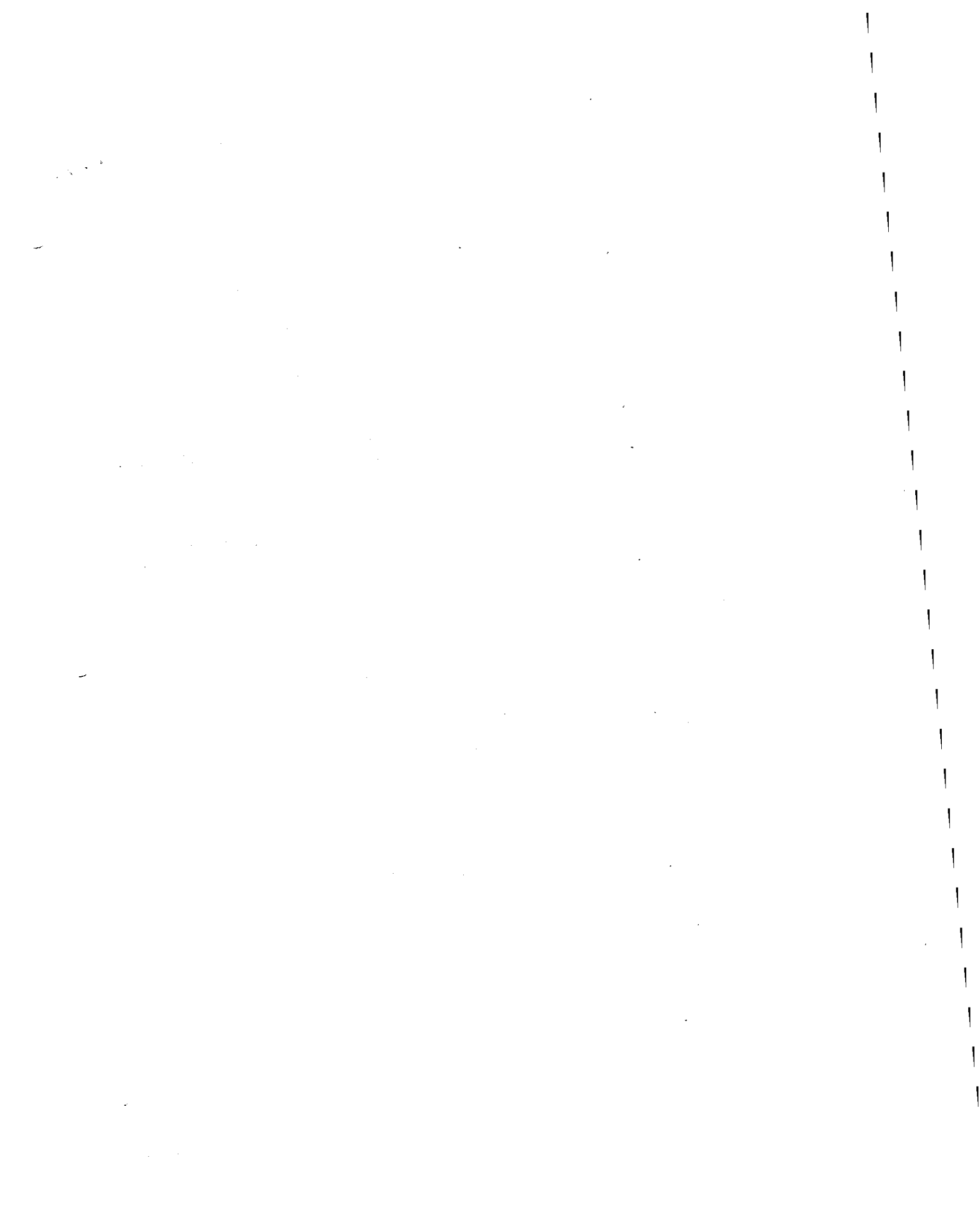
Point System

560 total assigned points;

A	≥504	≥90%	D	≥336	≥60%
B	≥448	≥80%	F	<336	<60%
C	≥392	≥70%			

**ICT 150
Fall 2008 Schedule**

Week	Activities	Homework/Laboratory Assignment	Test Points	HW/Lab Points
1	<ol style="list-style-type: none"> Orientation / Syllabus Review Discuss Project Book Organization Setting Up Accounts: Windows & Moodle Logins Introduction to Computers Overview Technology History 	Buy Your Book! Buy Your USB Flash Drive! <ol style="list-style-type: none"> Input & Output Devices Practice logging on and off Moodle. Worksheet#1 		10
2	<ol style="list-style-type: none"> Technology History Exploring Windows Using Moodle Using MS Word 	<ol style="list-style-type: none"> Worksheet #2 Uploading a document Saving and retrieving documents 		10
3 Sept. 1, 2008 LABOR DAY Quiz 1:	<ol style="list-style-type: none"> MOODLE Chat Creating a Word Document Creating a survey Navigating MS Word functions GUI Lecture 	<ol style="list-style-type: none"> Net Etiquette Emoticons Quiz #1 Worksheet #3 Survey Questions GUI Lab 	25	10
4 Quiz 2	<ol style="list-style-type: none"> Storage devices MS Excel Introduction Operating Systems 	<ol style="list-style-type: none"> Upload draft survey questions Quiz #2 Worksheet #4 (Excel) 	25	10
5	<ol style="list-style-type: none"> Word Project Draft resubmitted Review MS Excel Introduction cont'd Review 	<ol style="list-style-type: none"> Complete Worksheet #4 Review Quiz #2 Resubmit final survey-questions 		
6	<ol style="list-style-type: none"> Hardware Word Project #1 	<ol style="list-style-type: none"> Worksheet #5 Submit Introductory draft 		10
7	<ol style="list-style-type: none"> Internet History Search Engines Online Educational Sites Evaluating internet Sites 	<ol style="list-style-type: none"> Hand Out Work on Final Introductory 		
8 Quiz 3	<ol style="list-style-type: none"> Online Security Internet etiquette Email 	<ol style="list-style-type: none"> Hand out Quiz # 3 MID TERM 	25	
9 Columbus Day Oct 13, 2008	<ol style="list-style-type: none"> Network & Telecommunication 	<ol style="list-style-type: none"> Conduct Survey Worksheet # 6 Internet Research 		10
10	<ol style="list-style-type: none"> Introduction to Power Point 	<ol style="list-style-type: none"> Power Point exercise 		
11	<ol style="list-style-type: none"> Word Project #1 2nd Draft Due 	<ol style="list-style-type: none"> Complete introductory Work on objective paragraph Work on analysis Complete summary 		
12	<ol style="list-style-type: none"> Excel Project # Due 	<ol style="list-style-type: none"> Input data from survey Analyze data Report findings 		100
13 Veteran's Day Nov 11, 2008	<ol style="list-style-type: none"> Word Project #1 Due 	<ol style="list-style-type: none"> Submit 		100
14	<ol style="list-style-type: none"> Powerpoint Project Due 			100
15 Quiz 4 Thanksgiving Nov. 27-8, 2008		<ol style="list-style-type: none"> Quiz #4 	25	
16	<ol style="list-style-type: none"> Presentations of report 	<ol style="list-style-type: none"> Presentation of reports 		100

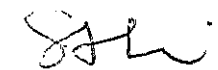


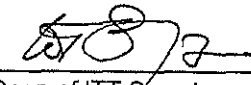
Instructor	Michael Leau	Department	ICT
Course	ICT 155		

	Complete	INC	Notes
1. Course Alpha/Number/Section	X		
2. Course Title	X		
3. Instructor	X		
4. Office Hours	X		
5. Email Address	X		
6. Semester/Year	X		
7. Days/Time	X		
8. Department	X		
9. Classroom	X		
10. Contact Phone	X		
11. Required Textbook:	X		
a. Author	X		
b. ISBN	X		
c. Publisher & Edition	X		
12. Additional Supplements:	X		
13. Course Description	X		
14. Prerequisite		X	List prerequisite
15. Course Rationale	X		
16. Learning Objectives	X		
17. SLO (Department or Institutional	X		
18. Course Requirements	X		
19. Alignment of LO's to SLO's to Course Requirement	X		
20. Method of Instruction	X		
21. Grading	X		
a. Letter or point grading system	X		
b. Course component weighed	X		
c. Level of competency mastered identified	X		
d. Scale range	X		
22. Withdrawal dates listed	X		
23. Attendance policy identified	X		
24. Tentative Topical Outline	X		
25. Rubrics identified		X	
26. Sample of assessment instrument attached		X	

	1st	2nd	3rd
Review	X		

	Approved	Disapproved	Resubmit
Status	X		

 2/17/08
 Chairman Signature Date

 2/28/08
 Dean of ITT Signature Date

**ICT 155 & 1CT 155L
IT Essentials
FALL 2008**

Course Alpha/Number: ICT 155
Course Title: IT Essentials

Semester / Year: Fall 2008
Days / Time: MWF 10:00 am-10:50am Lecture
MWF 11:00 am-11:50am Lab

Instructor: Michael Le'au
Office Hours & Location:
MWF- 8:00am-9:30 am
MWF - 2:00 pm- 3:00 pm
T-Th - 8:00am -9:00 am

Department: Institute of Trades and Technology
Classroom: ITT Lab B

Email Address: m.leau@amsamoa.edu

Contact Phone: 699-9155 ext 369 Office
770-2190 Mobile

Textbook Required:

1. HP IT Essentials : PC Hardware and Software Companion Guide 3rd Edition
ISBN-13:978-1-58713-199-8
2. USB Flash Drive – 128 MB or higher

Additional Supplements:

1. MOODLE eCourse Management Site - <http://ict.amsamoa.edu/moodle/>
2. CISCO Network Academy Site- <http://cisco.netacad.net/>

I. Course Description

This course covers the fundamentals of computer hardware and software as well as advanced concepts. Students who complete this course will be able to describe the internal components of a computer, assemble a computer system, install an operating system, and troubleshoot using system tools and diagnostic software. Students will also be able to connect to the Internet and share resources in a network environment. New topics included in this version include laptops and portable devices, wireless connectivity, security, safety and environmental issues and communication skills.

Hands on lab activities will continue to be an essential element of the course. In support of this virtual learning tools are integrated into this course. The Virtual Laptop and Virtual Desktop are stand alone tools designed to supplement classroom learning and provide an interactive "hands-on" experience in learning environments with limited physical equipment.

II. Course Rationale

This course is required for those seeking a Certificate in Computer Repair and also preparatory course for sitting the A+ Certification offered at ASCC. Students successfully completing this course will be able to build & troubleshoot a computer

III. Learning Objectives

Upon successful completion of this course, the students' acquired competencies include the following:

- o Build, configure, upgrade, and maintain a personal computer system.
- o Diagnose and resolve problems of a personal computer system.
- o Install and configure various computer peripheral devices.
- o Install and configure printers as well as diagnose and resolve problems related to printers and printing.
- o Set up, configure, and maintain a local-area network.
- o Resolve network connectivity problems on a local-area network using a systematic troubleshooting approach.
- o Install, configure, upgrade, and maintain Microsoft Windows operating systems.
- o Diagnose and resolve problems using Microsoft Windows system tools.
- o Understand the specialized functions of the network server and the conditions required for a secure network server room.
- o Use relevant workplace safety and environmental standards during computer maintenance.
- o Effectively use a customer-oriented approach to resolve user problems.
- o Provide computer hardware and software support based on a set of standard and systematic diagnostic principles.

IV. Student Learning Outcomes (SLO)

After completing this course, a student should be able to:

- Gain a confidence of working with the components of desktop and laptop computers by learning the proper procedures for hardware and software installations, upgrades and troubleshooting.
- Communicate successfully with their peers in the IT industry using the terminology learned in this course.
- Use the knowledge gained through this course to obtain an entry level position within several working environments.

V. Course Requirements

- Students should plan on 2-3 hours on a computer outside of assigned class hours per week to complete lab assignments and complete reading assignments. ASCC general computer labs (Rm. 16 & PICTA mini-lab) are open from 8am-4pm (closed for lunch), and the ICT lab is open ONLY to ICT students during hours in which courses are not offered in the room. Please refer to the Rm. 15 room schedule & PICTA Lab room schedule for available lab hours.
- Students will be required to maintain and submit at the end of the semester a portfolio of all of their lab assignments, worksheets, tests and exams. The portfolio will be a compilation of all of the student's work through out the semester.
- Students will be required to be punctual and cognizant of the amount of the time that they will need to commit to their success in this course. They will be required to complete all worksheet and lab assignments on time. The amount of material that is covered in this course may be overwhelming but it can be covered in the allotted 16 weeks if the student stays on task.
- Students will be required to purchase the following tools for their use in class:
 - #2 Phillips screwdriver
 - 1/8" flat-head screwdriver
 - 1/4" hex socket driver
 - 3/16" hex socket driver
 - Needle-nose pliers

VI. Methods of Instruction

The method of instruction for ICT 155 :

- Computer-based course materials
- Hands-on lecture
- In-class labs with the instructor's guidance and assistance
- Demonstrations
- Field trips
- Guest speakers

VII. Withdrawal

Last day to officially withdraw from the course and receive a W : Oct 17, 2008

Last day to officially withdraw from the course and receive a W/F or W/NP: Nov 7, 2008

VIII. Attendance Policy

Unexcused absence when an exam/lab exercise is administered / due will result in a score of zero (0). Students must notify instructor prior to exam / lab so that an alternate evaluation time can be arranged. You are responsible for the notes, handouts, and laboratory assignments you missed.

All students attending ASCC are expected to attend all of their scheduled classes. Students with excessive absences during the first two weeks of instruction will be administratively dropped (**for ICT 155, students who miss one week of class consecutively (3 consecutive days for MWF classes and 2 consecutive days for TR classes), or 5 non-consecutive absences will be administratively dropped.**)

Instructors are required to include in their course syllabi the College's attendance policy and distributed to students during the first week of instruction. A student cannot exceed six (6) absences for Monday, Wednesday, Friday classes; four (4) for Tuesday, Thursday classes [this will also pertain to this class if class is only taught on Monday & Wednesdays]; and three (3) for summer sessions. Students with excessive absences in accordance to this policy will receive a lower or failing grade for the semester or session.

A student can be excused from classes "at the discretion or upon verification of the instructor, for the following reasons: medical reasons, family emergency, special curricular activities, military obligations, jury duty, and related

official College sponsored activities. It is the responsibility of the student to make arrangements with his/her instructor(s) for work to be made up for absences due to legitimate reasons. **Students are required to submit in writing justifications or provide appropriate documentation justifying absences to the Dean of Academic Affairs for approval.**

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

XI. Grading

Student grades should be based on demonstrated proficiency in subject matter determined by multiple measurements for evaluation, including chapter tests, labs, skills demonstration, and a final exam.

	Points	% of Final Grade
Chapter tests (12@100pts)	1200	40%
Worksheets/Lab completion (38@25pts)	950	30%
Skills Test	300	10%
Final exam	460	15%
Participation and attendance	150	5%
	3060	100%

Point System

4000 total assigned points

A	≥2815	≥92%	C	≥2233	≥73%
A-	≥2754	≥90%	C-	≥2142	≥70%
B+	≥2662	≥87%	D+	≥2050	≥67%
B	≥2540	≥83%	D	≥1897	≥62%
B-	≥2448	≥80%	D-	≥1836	≥60%
C+	≥2356	≥77%	F	<1836	<60%

XII. Attendance Policy

Unexcused absence when an exam/lab exercise is administered / due will result in a score of zero (0). Students must notify instructor prior to exam / lab so that an alternate evaluation time can be arranged. You are responsible for the notes, handouts, and laboratory assignments you missed.

ICT 155 FALL 2008 Schedule

WEEK	MODULE	ASSIGNMENTS	ASSIGNMENT DUE DATE	EXAM DATE
1 (8/18,20,22)	Orientation Review of Curriculum set-up	1. Orientation / Syllabus Review 2. Curriculum Structure and set-up 3. Setting Up Accounts: Windows, Moodle and CISCO website Logins		
2 (8/25,27,29)	Chapter 1 Introduction to the Personal Computer	Worksheets 1.1.2 Job Opportunities 1.4.7 Research Computer Components	1.1.2 Due 8/25 1.4.7 WS Due 8/29	
3 9/1 is Labor Day (9/3,5)	Chapter 2 Safe Lab Procedures and Tool Use	Worksheets 2.2.2 PC Diagnostic Software Labs 2.3.4 Computer Disassembly	2.2.2 WS Due 1/29 2.3.4 L Due 9/12	Chapter 1
4 (9/8,10,12)	Chapter 4 Basics of Preventive Maintenance			Chapter 2

5 (9/15,17,19)	Chapter 3 Computer Assembly- Step by Step	Labs 3.2 Install the Power Supply 3.3.3 Install the Motherboard 3.5.2 Install the Adapter Cards 3.6.3 Install Adapter Cards 3.7.2 Install Internal Cables 3.8.2 Complete the Computer Assembly 3.9.2 Boot the Computer	Due 9/17 Due 9/19	
6 (9/22,24,26) Friday is deadline for Graduation Application	Chapter 5 Fundamental Operating Systems	Worksheets 5.2.2 Search NOS Jobs 5.3.2 Upgrade Hardware Components 5.4.9 Answer NTFS and FAT32 Questions 5.6.6 Troubleshooting Windows Installation Labs 5.4.2 Install Windows XP 5.4.5 Create Accounts and Check for Updates 5.5.1 Run Commands 5.5.4 Install Third-Party Software 5.6.2 Restore Points 5.6.3 Windows Registry Backup and Recovery	5.2.2 W 5.3.2 W 5.4.2 L 5.4.5 L 5.4.9 W Due 9/24 5.5.1 L 5.5.4 L 5.6.6 W 5.6.2 L 5.6.3 L Due 9/29	Chapter 3
7 (9/29,10/1,3) MIDTERM	Chapter 6 Fundamental Laptops & Portable Devices	Worksheets 6.1.2 research Laptops, Smart Phones and PDA's 6.2.3 Complete Docking Stations True or False 6.3.4 Answer Laptop Expansion Questions 6.4.1 Match ACPI Standards 6.7.2 Research Laptop Problems	6.1.2 W 6.2.3 W 6.3.4 W Due 10/1 6.4.1 W 6.7.2 W Due 10/6	Chapter 5
8 (10/6,8,10) MIDTERMS WEEK	Chapter 7 Fundamental Printers & Scanners	Labs 7.4.2 Install All-in-One Device and Software	Due 10/10	Chapter 6
9 (10/13,15,17)	Chapter 8 Fundamental Networks	Worksheets 8.3.2 Identify IP Address Classes 8.9.1 Internet Search for NIC Drivers 8.10.3 Answer Broadband Question 8.12.2 Diagnose a Network Problem	8.3.2 W Due 10/15 8.9.1 W 8.10.3 W 8.12.2 W Due 10/17	Chapter 7
10 (10/20,22,24)	Chapter 9 Fundamental Security	Worksheets 9.1 Security Attacks 9.2.1 Third-Party Anti-Virus Software 9.4.2 Operating System Updates 9.5.2 Remote Technician: Gather Info from the Customer	9.1 W 9.2.1 W Due 10/22 9.4.2 W 9.5.2 W Due 10/24	Chapter 8
11 (10/27,29,31)	Chapter 10 Communication Skills	Worksheets 10.1 Technician Resources 10.2.2 Class Discussion: Controlling the Call 10.2.3 Class Discussion: Identifying Difficult Customer Types 10.2.3 Class Discussion: Customer Privacy	10.1 W Due 10/29	
12 (11/3,5,7)	Chapter 11 Advanced Personal Computers	Worksheets 11.1 Job Opportunities 11.3.7 Research Computer Components Labs	11.1 W 11.3.7 W 11.4.1 L 11.4.1 Due 11/5	Chapter 9 & 10

		11.4.1 Install a NIC 11.4.3 Install Additional RAM 11.4.4 BIOS File Search 11.4.5 Install Configure, and Partition a Second Hard Drive 11.6.3 Repair Boot Problem	11.4.3 L 11.4.4 L 11.4.5 L 11.6.3 Due 11/10	
13 (11/10,12,14)	Chapter 12 Advanced Operating Systems Chapter 13 Advanced Laptops & Portable Devices	Labs 12.2.2 Advanced Installation of Windows XP 12.2.3 Create Partition in Windows XP Pro 12.2.4 Customize Virtual Memory Settings 12.2.5 Install an Alternate Browser 12.4.1 Schedule task Using GUI and At Command 12.5.3 Fix an Operating System Problem Worksheets 13.2 Investigating Repair Centers 13.3.1 Laptop Batteries 13.3.2 Docking Station 13.3.3 Research DVD drives 13.3.4 Laptop RAM 13.5.3 Verify Work Order Information	12.2.2 L 12.2.3 L 12.2.4 L 12.2.5 L Due 11/14 12.4.1 L 12.5.3 L Due 11/17	Final Ch 1-10 Chapter 11
14 (11/17,19,21)	Chapter 14 Advanced Printers & Scanners Chapter 15 Advanced Networks	Worksheets 14.5.1 Search for Certified Printer Technician Jobs Labs 14.2.4 Install an All-in-one Printer/Scanner 14.3.2 Share the All-in-one Printer Scanner 14.4.2 Optimize Scanner Output 14.6.3 Fix a Printer Problem Worksheets 15.2.2 Protocols 15.3.2 ISP Connection Labs 15.4.2a Configure Browser Settings 15.4.2b Share a folder, Share a Printer, and set share Permissions	13.2 W 13.3.1 W 13.3.2 W 13.3.3 W Due 11/19 14.5.1 W 14.2.4 L 14.3.2 L 14.4.2 L 14.6.3 L Due 11/21 15.2.2 W 15.3.2 W Due 11/24	Chapter 12 Skills Test
15 (11/24,26)	Chapter 15 (cont.) Advanced Networks	Labs 15.5.1 Install a Wireless NIC 15.5.2 Configure a Wireless Router 15.5.3 Test the Wireless NIC 15.8.3 Fix Network Problem	15.4.2a L 15.4.2b L 15.5.1 L 15.5.2 L Due 11/22	Chapter 13 Chapter 14
16 (12/1-4)	FINALS WEEK			FINAL EXAM

Instructor	Michael Leau	Department	ICT
Course	ICT 170		

	Complete	INC	Notes
1. Course Alpha/Number/Section	X		
2. Course Title	X		
3. Instructor	X		
4. Office Hours	X		
5. Email Address	X		
6. Semester/Year	X		
7. Days/Time	X		
8. Department	X		
9. Classroom	X		
10. Contact Phone	X		
11. Required Textbook:	X		
a. Author	X		
b. ISBN	X		
c. Publisher & Edition	X		
12. Additional Supplements:	X		
13. Course Description	X		
14. Prerequisite	X		
15. Course Rationale	X		
16. Learning Objectives	X		
17. SLO (Department or Institutional	X		
18. Course Requirements	X		
19. Alignment of LO's to SLO's to Course Requirement	X		
20. Method of Instruction	X		
21. Grading	X		
a. Letter or point grading system	X		
b. Course component weighed	X		
c. Level of competency mastered identified	X		
d. Scale range	X		
22. Withdrawal dates listed	X		
23. Attendance policy identified	X		
24. Tentative Topical Outline	X		
25. Rubrics identified	X		Communication evaluation at end of semester
26. Sample of assessment instrument attached		X	

	1st	2nd	3rd
Review	X		

	Approved	Disapproved	Resubmit
Status	X		

SPU 8/18/08

 Chairman Signature Date

[Signature] 9/25/08

 Dean of ITT Signature Date

ICT 170
Microcomputer Applications
FALL 2008

Course Alpha/Number: ICT 170
Course Title: Microcomputer Applications

Semester / Year: Fall 2008
Days / Time: MWF 1:00pm – 1:50pm

Instructor: Michael Le'au

Department: Information and
Communications Technology

Office Hours & Location: MWF- 8:00 am - 10:00 am
T-Th - 8:00 am -9:00 am
MWF- 2:00 pm - 3:00 pm

Classroom: ITT Lab A

Email Address: m.leau@amsamo.edu
malinsamo@gmail.com

Contact Phone: 699-9155 ext 369 Office

Required Textbook:

1. Benchmark Series: Word 2003, *Rutkowski, Nita Hewitt* (ISBN: 0-7638-2064-4)
2. Benchmark Series: Excel 2003, *Flynn, Meredith* (ISBN: 0-7638-2051-2)
3. USB Flash Drive – 128 MB or higher

Additional Supplements:

MOODLE eCourse Management Site - <http://ict.amsamo.edu/moodle/>
EMC Paradigm Publishing Website
http://www.emcp.com/college_resource_centers/index.php?GroupID=5078

I. Course Description

This course illustrates computer capabilities within an employment setting. It will focus on solidifying student knowledge of popular applications, specifically in Microsoft Windows XP, and Windows Office 2003 Academic Version. Laboratory work includes Windows XP Professional exercises, as well as extensive laboratory assignments in Microsoft Word, Excel, PowerPoint and Outlook to Microsoft Office User (MOUS) Specialist standards.

II. Course Rationale

This is an introductory computer literacy course designed for ASCC students who want to use a computer for word-processing, web-browsing, and other applications found on campus and in the workplace. It is highly recommended for students who wish to transfer to a four-year institution where computer literacy is required.

III. Learning Objectives

This course is intended for students to:

- o Produce high quality word documents, such as research papers in MLA style, personal resumes and insert pictures, files or other objects.
- o Produce functioning spreadsheets, using functions, formulas, graphs, and Internet linking capabilities.
- o Set up a basic database using a Database Management System
- o Navigate through Microsoft Windows with ease and confidence

IV. Student Learning Outcomes (SLO)

After completing this course, a student should be able to:

- o Be prepared to execute basic computer commands in the classroom or a job setting.
- o Communicate successfully through the use of application software explored in this course
- o Use application software skills to solve problems, whether in personal computing, in a future classroom, or in the workplace.

V. Course Requirements

- Students should plan on 2-3 hours on a computer outside of assigned class hours per week to complete lab projects. ASCC general computer labs (Rm. 16 & ITT Lab B) are open from 8am-4pm (closed for lunch), and the ICT lab is open ONLY to ICT students during hours in which courses are not offered in the room. Please refer to the Rm. 15 room schedule & ITT Lab B room schedule for available lab hours.
- A textbook is an absolute requirement. It will be impossible to pass this class without a textbook.
- USB flash drive is required to save work that you do in this course. The instructor is not responsible for work you saved on the computer's hard drive should your computer crash. You are responsible for backing up your work and saving it on your USB flash drive.

VI. Methods of Instruction

ICT 170 includes lectures, examinations and laboratory assignments. The examination portion of the course is made up of a midterm and a final exam. Laboratory assignments will consist of projects done in the Office 2003 Professional Suite, including Microsoft Word, Excel, PowerPoint, Outlook and Access.

VII. Withdrawal

Last day to officially withdraw from the course and receive a W : Oct 17, 2008

Last day to officially withdraw from the course and receive a W/F or W/NP: Nov 7, 2008

VIII. Attendance Policy

Unexcused absence when an exam/lab exercise is administered / due will result in a score of zero (0). Students must notify instructor prior to exam / lab so that an alternate evaluation time can be arranged. You are responsible for the notes, handouts, and laboratory assignments you missed.

All students attending ASCC are expected to attend all of their scheduled classes. Students with excessive absences during the first two weeks of instruction will be administratively dropped (**for ICT 170, students who miss one week of class consecutively (3 consecutive days for MWF classes and 2 consecutive days for TR classes), or 5 non-consecutive absences will be administratively dropped**).

Instructors are required to include in their course syllabi the College's attendance policy and distributed to students during the first week of instruction. A student cannot exceed six (6) absences for Monday, Wednesday, Friday classes; four (4) for Tuesday, Thursday classes [this will also pertain to this class if class is only taught on Monday & Wednesdays]; and three (3) for summer sessions. Students with excessive absences in accordance to this policy will receive a lower or failing grade for the semester or session.

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

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

IX. Grading

	Points	Approximate % of Grade
Attendance	100	6.08%
Tests/Exams (3 assessments)	660	40.17%
Laboratory assignments	732	32.4%
PowerPoint Project	100	6.08%
Individual Presentation	250	15.21%
	1643	

A	1511.5	≥ 92%
A-	1479	≥ 90%
B+	1429	≥ 87%
B	1364	≥ 83%
B+	1314	≥ 80%
C+	1265	≥ 77%
C	1199	≥ 73%
C-	1150	≥ 70%
D+	1100	≥ 67%
D	1019	≥ 62%
D-	986	≥ 60%
F	986	<60%

ICT 170 SPRING 2008 Schedule

Week	Reading Assignment	Laboratory Assignment	Lab Points	Test Points
1 (8/18,20,22)	<ol style="list-style-type: none"> Orientation / Syllabus Review Setting Up Accounts: Windows and Moodle website Logins Word 2003 Specialist Read pages W1-W20 Read pages W21-W28 	<ol style="list-style-type: none"> Using Windows XP Do Exercises 1- 8 Customizing the Desktop Do Exercises 9-11 		
2 (8/25,27,29)	<ol style="list-style-type: none"> Browsing the Internet Read pages IE1-IE8 Chapter One-Creating Printing, and Editing Word Documents Read pages S1-S28 	<ol style="list-style-type: none"> Do Exercises 1-5 Do Exercises 1 -7 Submit CONCEPTS CHECK 1-10 Completion 1-12 Upload –Assessment 2 pg S33 	12 pts 20 pts	

3 9/1 is Labor Day (9/3,5)	1. Chapter 2- Formatting Characters and Using Help Read pages S35-S57	1. Do Exercises 1-11 2. Submit CONCEPTS CHECK Completion 1-15 (pg S61) 3. Upload –Assessment 2 pg S61	15 pts 20	
4 (9/8,10,12)	1. Chapter 3- Formatting Paragraphs Read pages S65-S96	1. Do Exercises 1-21 2. Submit CONCEPTS CHECK Completion 1-17 (pg S99) 3. Upload –Assessment 2 pg S100	17 pts 12 pts	
5 (9/15,17,19)	1 Chapter 4- Formatting Documents Read pages S105-S139	1. Do Exercises 1-17 2. Submit CONCEPTS CHECK Completion 1-15 (pg S142) 3. Upload –Assessment 2 pg S143 -Assessment 7 pg S145	15 pts 20 pts 16 pts	A1-A9 180 pts
6 (9/22,24,26) Friday is deadline for Graduation Application	1 Chapter 5- Maintaining Documents Read pages S157-S191	1. Do Exercises 1-23 2. Submit CONCEPTS CHECK Completion 1-17 (pg S194) 3. Upload –Assessment 3 pg S195	17 pts 12 pts	
7 (9/29,10/1,3) MIDTERM	1 Chapter 6- Customizing Documents Read pages S201-S239	1. Do Exercises 1-18 2. Submit CONCEPTS CHECK Completion 1-17 (pg S242) 3. Upload –Assessment 7 pg S245	20 pts 22 pts	
8 (10/6,8,10) MIDTERMS WEEK	1 Chapter 7- Creating Tables & Charts Read pages S249-S287	1. Do Exercises 1-21 2. Submit CONCEPTS CHECK Completion 1-16 (pg S289) 3. Upload –Assessment 1 pg S290	16 pts 16 pts	
9 (10/13,15,17)	1 Chapter 8- Enhancing Documents with Special Features Read pages S295-S236	1. Do Exercises 1-22 2. Submit CONCEPTS CHECK Completion 1-16 (pg S338) 3. Upload –Assessment 1 pg S340 Assessment 2 pg S340	16 pts 22 pts 14 pts	A1-A14 280 pts
10 (10/20,22,24)	1 Chapter 1- Formatting Excel Worksheets Using Advanced Formatting Techniques Read pages E7-E55	1. Do Exercises 1-22 2. Submit CONCEPTS CHECK Completion 1-16 (pg E58) 3. Upload –Assessment 2 pg E59	20 pts 28 pts	
11 (10/27,29,31)	1 Chapter 2- Working with Templates and Workbooks Read pages E65-E88	1. Do Exercises 1-22 2. Submit CONCEPTS CHECK Completion 1-16 (pg E90) 3. Upload –Assessment 2 pg E92	17 pts 60 pts	

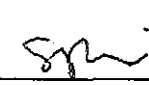
12 (11/3,5,7)	1 Chapter 3- Using Advanced Functions Read pages E99-E120	1. Do Exercises 1-22 2. Submit CONCEPTS CHECK Completion 1-16 (pg E123) 3. Upload –Assessment 3 pg E125	17 pts 42 pts	
13 (11/10,12,14)	1 Chapter 4- Working with Lists Read pages E129-E170	1. Do Exercises 1-22 2. Submit CONCEPTS CHECK Completion 1-16 (pg E172) 3. Upload –Assessment 2 pg E174	17 pts 30 pts	A1-A10 200 pts
14 (11/17,19,21)	PowerPoint 2003- Using a Design Template and Text Slide Layout to Create a Presentation PPT1-PPT50			
15 (11/24,26)	PowerPoint 2003- Using a Design Template and Text Slide Layout to Create a Presentation PPT51-PPT64 Individual Presentations	PowerPoint Project 2. Individual Presentations		100 250
16 (12/1-4)	FINALS WEEK	1. Individual Presentations cont.		

Instructor	Etemani Elisara	Department	ADT
Course	BPR 200		

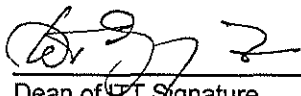
	Complete	INC	Notes
1. Course Alpha/Number/Section	X		
2. Course Title	X		
3. Instructor	X		
4. Office Hours	X		
5. Email Address	X		
6. Semester/Year	X		
7. Days/Time	X		
8. Department	X		
9. Classroom	X		
10. Contact Phone	X		
11. Required Textbook:	X		
a. Author	X		
b. ISBN	X		
c. Publisher & Edition	X		
12. Additional Supplements:	X		
13. Course Description	X		
14. Prerequisite		X	
15. Course Rationale	X		
16. Learning Objectives	X		
17. SLO (Department or Institutional	X		
18. Course Requirements	X		
19. Alignment of LO's to SLO's to Course Requirement	X		
20. Method of Instruction	X		
21. Grading	X		
a. Letter or point grading system	X		
b. Course component weighed	X		
c. Level of competency mastered identified	X		
d. Scale range	X		
22. Withdrawal dates listed	X		
23. Attendance policy identified	X		
24. Tentative Topical Outline	X		
25. Rubrics identified		X	
26. Sample of assessment instrument attached		X	

	1st	2nd	3rd
Review		X	

	Approved	Disapproved	Resubmit
Status	X		


8/29/08

 Chairman Signature Date


9/24/08

 Dean of IPT Signature Date

**AMERICAN SAMOA COMMUNITY COLLEGE
ACADEMIC AFFAIRS DIVISION**

COURSE ALPHA/NUMBER: BPR 200
COURSE TITLE: Blueprint Reading 1
INSTRUCTOR: E.ELisara
OFFICE HOURS: 8:00am-4:00pm ATL-C
EMAIL ADDRESS: e.elisara@amsamoa.edu

SEMESTER/YEAR: FALL 08
DAYS/TIME: MW 12-1:20
DEPARTMENT: ITT
CLASSROOM: ATL-C
PHONE: 699-9155 ext 452

REQUIRED TEXTBOOK: Printreading for Residential and Light Commercial Construction Part 2, by Thomas E. Proctor and Leonard P. Toenjjes
ISBN: 9780826904256

ADDITIONAL SUPPLEMENTS:

COURSE DESCRIPTION: Basic blueprint reading and interpretation is presented in lecture and laboratory hands on settings.

COURSE RATIONALE: The course is required for a degree in Architectural Drafting Degree and a Certificate, and it is offered for a student who plans to transfer or pursue to an off-island college or university for higher degree.

LEARNING OBJECTIVES: Upon completing this course the student should be able to:

- a. Identify different types of architectural, structural, electrical and plumbing symbols
- b. Identify construction geometric features
- c. Able to read and understand reading blueprints
- d. Define grips, editing, select and changing properties of objects.

STUDENT LEARNING OUTCOMES:

- a. Interpret drawings from construction project
- b. Use different types on methods to solve a problem on working plans
- c. Roughly define the terms concepts and standards associated with the topic course.
- d. Communicate ideas graphically through sketches and rough drawings according to industry standard
- e. Obtain specific information from blueprints
- f. Read and listen actively to learn and communicate
- g. Use arithmetic and other basic mathematical operations as required by program of study.
- h. Demonstrate oral and written communication, computation and problem solving skills appropriate to the level of the work.

COURSE REQUIREMENTS: Test and Quizzes, Attendance, Midterm and Final, Individual Projects (presentation).

METHODS OF INSTRUCTIONS:

- a. Lecture/Lab
- b. Individual project (presentation)
- c. Field Trips
- d. Guest speaker

WITHDRAW PERIOD: The withdraw period to receive a "W" for the students attending the regular session is from September 8th – October 17th, 2008. The withdraw period for students attending the ASTEP session is from September 8th – October 10th.

GRADING:

- a. Test-----120pts.

b. Quizzes-----	140pts.
c. Attendance-----	80pts
d. Individual Project-----	60pts
e. Midterm-----	100pts
f. Final-----	100pts
<hr/>	
	600pts

A	95% - 100%
A-	91% - 94%
B+	88% - 90%
B	84% - 87%
B-	80% - 83%
C+	76% - 79%
C	73% - 75%
C-	70% - 72%
D+	65% - 69%
D	61% - 64%
D-	58% - 60%
F	0% - 57%

ATTENDANCE POLICY: All students attending ASCC are expected to attend all of their scheduled classes. Students with excessive absences during the first two weeks of instructions will be administrative absences during the first two weeks of instruction will be administratively dropped. A student cannot exceed six (6) absences for Monday, Wednesday, Friday classes; four (4) for Tuesday, Thursday classes. Students with excessive absences, in accordance to this policy, will receive a lower or failing grade for the semester or session.

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

Veterans students are to refer to the Student Services Veterans Educational Benefits sections for additional requirements.

WEEK 1: Architectural Plans

WEEK 2: Structural Plans

WEEK 3: Mechanical Plans

WEEK 4: Electrical Plans

WEEK 5: Plumbing Plans

WEEK 6: Architectural Details

WEEK 7: Structural Details

WEEK 8: MIDTERM

WEEK 9: Mechanical Details

WEEK 10: Electrical Details

WEEK 11: Plumbing Details

WEEK 12: Site Plans

WEEK 13: Plot Plans

WEEK 14: American Samoa Land Use Permit and Building Permit

WEEK 15: Final