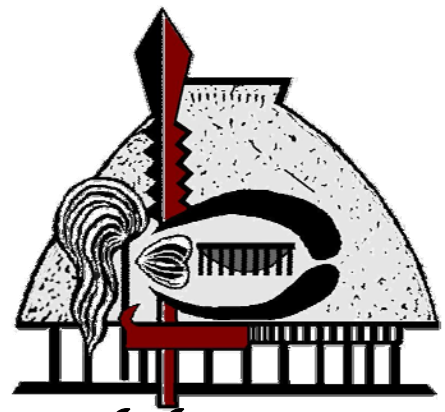




# AMERICAN SAMOA COMMUNITY COLLEGE



**2012-2014  
GENERAL CATALOG**



*“Saili le Atamai”*

*Since 1970*

## *Manulauti (Mission Samoan Version)*

O le manulauti a le Kolisi Tuufaatasi o Amerika Samoa, ia faatupulai'ia auamanu o a'oa'oga a tagata aoga, i le sauniunia ma le faafailelea lelei o polokalama 'a'anoa, faapea ni tautua aoga, o le a mafai ai e tagata aoga, ona 'ausia tulaga faale a'oa'oga na o latou mo'omia, e fesoasoani ai i le soifua faale aganu'u, i faiga malo, i le tamaoaiga i tupe, i tekonolosi, ma le si'osi'omaga manuia o Amerika Samoa.

E faatau'u lana manulauti, ona o se Kolisi a le malo o Amerika, ua faamaonia le talia o ona togi i isi Kolisi, e tatala le ulufale i soo se tagata, ma o se nofoaga a'oga i lalo o Laufanua a le Feterale, ma ua maua ai ma su'e ai fo'i tikeri ma tusi pasi o soo se polokalama. O nei polokalama o lo o sauniunia ai soo se tagata a'oga, ma e aofia ai ma tagata e le 'o maua gofie avanoa ma taimi mo a'oa'oga, faapea i latou o lo o iai lu'itau mo le;

- toe si'itia atu i nofoaga o a'oa'oga maualuluga
- faigofie ona ofi atu i fa'alapotopotoga o tagata faigaluega
- sa'ili'iliga ma le fa'alautelega o puna 'oa fa'anatura
- silafia o Samoa ma le Pasefika





## *Vision*

The American Samoa Community College holds as its central theme “Saili le Atamai” or to “seek knowledge.” Our journey pushes us forward to achieve our mission to provide high quality educational programs and services. We remain grounded in the core values of student centeredness, respect for diversity, collaboration and teamwork, respect for tradition and culture, and lifelong learning while meeting the challenges of the 21<sup>st</sup> Century. We envision an active impact in the development of the educational, social, cultural, political, economic, technological, and environmental well-being of American Samoa and the Pacific.

## *Mission*

The mission of the American Samoa Community College is to foster successful student learning by providing high quality educational programs and services that will enable students to achieve their educational goals and to contribute to the social, cultural, political, economic, technological, and environmental well being of American Samoa.

To fulfill this mission, the College, as an open admissions United States accredited Land Grant institution, provides access to associate degree and certificate programs of study. These programs prepare all students including those who are educationally underserved, challenged, or non-traditional for:

- Transfer to institutions of higher learning
- Successful entry into the workforce
- Research and extension in human and natural resources
- Awareness of Samoa and the Pacific

## *Core Values*

The *core values* that guide us on this journey of learning are

- Student Centeredness
- Respect for Diversity
- Collaboration and Teamwork
- Respect for Tradition and Culture
- Lifelong Learning



## BOARD OF HIGHER EDUCATION

HTC Uta Dr. Laloulu Tagoilelagi  
*Chairman*

HTC Pemerika Tauilili  
*Vice Chairman*

HC Lauifi Tauili'ili  
*Member*

Mr. Sapini Siatu'u  
*Member*

Rev. Dr. Leanavaotaua Sekuini Seva'aetasi  
*Member*

Student Representative  
*Member*

Dr. Jacinta Galeai  
*Member*

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*President*

TC Tapa'au Dr. Dan Aga  
*Director, Community & Natural Resources/Land Grant*

Otomalesau Mr. John Ah Sue  
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Mr. Michael Leau  
*Acting Dean, Trades and Technology Division*

Ms. Grace Tulafono  
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*Director, Teacher Education Program*

Mr. Loligi Seumanutafa  
*Director of Physical Facilities Management*

Mrs. Keseta Okenaisa Fauolo-Manila  
*Director, Samoan Studies Institute (SSI)*

Mr. Herbert Thweatt  
*Director, Small Business Development Center*

Mr. Fale Tauvela  
*Director of Adult Education, Literacy, and Extended Learning*

Mrs. Sifagatogo Tuitasi  
*Director, Admissions, Records & Financial Aid Office*

American Samoa Community College recognizes its obligation to provide program accessibility for persons with disabilities. Contact Counseling services to obtain information as to the existence and location of services, activities, and facilities that are accessible to persons with disabilities.



## TABLE OF CONTENT

Manulauti (Samoan version of Mission Statement) .....	Cover page
Vision, Mission, Core Values .....	Cover page
President's Message.....	1
Fall 2012 Academic Calendar .....	2
Spring 2013 Academic Calendar .....	3
Summer 2013 Academic Calendar .....	4
Fall 2013 Academic Calendar .....	5
Spring 2014 Academic Calendar.....	6
Summer 2014 Academic Calendar .....	7

### GENERAL INFORMATION

Accreditation .....	10
Core Values .....	11
Governance.....	11
History .....	10
Mission .....	10
Vision.....	10

### STUDENT SERVICES INFORMATION

Academic Grievance.....	20
Academic Honesty and Integrity .....	19
Alcohol .....	18
Board of Retention and Dismissal .....	20
Campus Crime Statistics.....	48
Career/Placement Counseling.....	13
Club Activities .....	16
College and Life Planning Courses (CLP) .....	13
Counseling Services.....	13
Disability Access and Accommodation Services .....	14
Diversity and Tutorial Services .....	14
Drugs .....	18
Drug and Alcohol Awareness Program .....	18
Fighting.....	19
General Student Grievance.....	19
Intramural Sports Program .....	16
Mission Statement .....	13
Peer Review Council .....	21
Sexual Harassment.....	21
Student's Rights and Responsibilities .....	18
Student Appeals.....	21
Student Employment and Training Center (SETC).....	16
Student Government Association (SGA).....	16
VA Transcript Evaluation.....	17
Veterans Affairs.....	17
Veterans Educational Assistance .....	17
Weapons .....	18
You Are Not Alone (YANA) Program.....	14
Zero Tolerance Policy.....	18





## INSTITUTIONAL DIVISIONS

Community and Natural Resources (CNR/Land Grant) Programs.....	23
Institutional Effectiveness (IE).....	23
Library / Learning Resources Center (LRC).....	23
Samoan Studies Institute (SSI).....	24

## INSTITUTIONAL PROGRAMS

Adult Education Literacy and Extended Learning (AELEL).....	26
American Samoa Teacher Education Program (ASTEP).....	27
Army Reserve Officers Training Corps (ROTC).....	27
College Accelerated Preparatory Program (CAPP).....	27
Service Learning (SL).....	28
Small Business Development Center (SBDC).....	28
Student Support Services (SSS).....	28
University Center for Excellence on Developmental Disabilities (UCEDD).....	29

## INSTITUTIONAL SERVICES

ASCC General College Catalog.....	29
ASCC Personnel Manual.....	29
ASCC Student Handbook.....	29
College Bookstore.....	30
Food Services.....	30
Health Services.....	30
Lost and Found.....	30

## ACADEMIC INFORMATION

Administrative Drop.....	36
Admission.....	32
Admission Procedures.....	32
Application for Admission.....	32
ASCC Refund Policy.....	40
Auditing Courses.....	35
Changes in Registration.....	35
Class Withdrawal.....	36
Complete Withdrawal.....	36
Unofficial Withdrawal.....	36
Developmental Course Work.....	38
Exception Policy.....	38
Early Admission Policy.....	33
Federal Work Study (FWS).....	42
Financial Student Aid (FSA) Program.....	41
Financial Aid Grants.....	42
Financial Aid Office.....	42
Grade Reports.....	36
Instructional Fees.....	38
Lab Fees.....	40
Late Registration.....	35
Maintaining Financial Aid Eligibility.....	42
National Student Loan Database System (NSLDS).....	42
Notification of Eligibility.....	41
Placement Tests.....	33
Phi Theta Kappa Society.....	33



Prerequisite Courses .....	35
Registration.....	36
Registration and Records.....	34
Residency Requirements .....	33
Schedule of Courses .....	38
Student Classification .....	34
Student Credit Load.....	34
Student Status .....	34
Technology Fee .....	38
Testing Fees.....	33
Textbook Policy.....	38
Tuition and Fees .....	39
Transcripts .....	37
Transcript Record Holds.....	37
Unofficial Withdrawal.....	42
When Should I Apply for Financial Aid?.....	41
Withdrawals.....	42

#### **ACADEMIC POLICIES AND PROCEDURES**

1 <sup>st</sup> Suspension .....	43
2 <sup>nd</sup> Suspension .....	44
Academic Advising .....	43
Academic Credits.....	43
Academic Probation.....	43
Academic Renewal .....	44
Academic Standards .....	43
Advanced Placement (AP) Examinations.....	50
Attendance Policy.....	44
Campus Crime Statistics.....	48
Change of Grade .....	47
Change of Grade for Graduates .....	48
College Credit Equivalency Program .....	49
Course Classification Systems.....	43
Course Repetition .....	46
Course Substitutions .....	46
Coursework Expiration.....	46
Credit by Examination.....	49
Credits Earned at Foreign (non-U.S.) Colleges and Universities .....	50
Credit for Transfer Courses .....	49
Credit for Work/Life Experience.....	49
Distance Learning Courses .....	50
Drug Free Policy.....	48
The Family Educational Rights and Privacy Act – FERPA .....	44
Good Standing .....	43
GPA Calculation.....	47
Grading System .....	46
Incomplete Grades.....	47
Independent Study .....	49
Nondiscrimination and Affirmative Actions .....	48
Programs, Policy, and Fee Changes .....	48
Stopped/Non-Attendance.....	46
Student Right-to-Know Disclosures .....	48
Transfer Credits to Private and Off-Island Colleges and Universities .....	50



## GRADUATION REQUIREMENTS

Application and Graduation Fees .....	51
Awarding a Degree or Certificate .....	52
Catalog Requirements .....	51
Clearance .....	52
Commencement .....	52
Eligibility for Graduation .....	51
General Education Credits .....	51
Grade Point Average .....	52
Graduation with Honors .....	52
Program Credits .....	51
Elective Credits .....	51
Residency Credits .....	52

## DEGREE AND CERTIFICATE REQUIREMENTS

ASCC Policy Statement on Academic Freedom .....	54
ASCC Mission .....	54
General Education .....	55
General Education Requirements (GER's) .....	56
General Education Core Foundational Areas .....	56
Associate of Arts Degrees .....	57
Requirements for Associate of Arts Degree Programs .....	57
Associate of Arts Degree in Liberal Arts .....	57
Associate of Arts Degree With an Emphasis in Visual Art .....	59
Associate of Arts Degree With an Emphasis in Education .....	60
Associate of Arts Degree With an Emphasis in Human Services .....	62
Associate of Arts Degree With an Emphasis in Music .....	63
Associate of Arts Degree With an Emphasis in Political Science .....	64
Associate of Arts Degree With an Emphasis in Pre-Law .....	65
Associate of Arts Degree With an Emphasis in Samoan Studies .....	65

### Associate of Science Degrees

Requirements for Associate of Science Degree Programs .....	67
Associate of Science Degree in Accounting .....	67
Associate of Science Degree in Agribusiness .....	68
Associate of Science Degree in Architectural Drafting .....	69
Associate of Science Degree in Business Management .....	69
Associate of Science Degree in Civil Engineering Technology .....	71
Associate of Science Degree in Criminal Justice .....	72
Associate of Science Degree in Electronics .....	72
Associate of Science Degree in Family and Consumer Science .....	73
Associate of Science Degree in General Agriculture .....	74
Associate of Science Degree in Health Science .....	75
Associate of Science Degree in Marine Science .....	78
Associate of Science Degree in Natural Resources .....	76
Associate of Science Degree in Nursing .....	76

### Certificate of Proficiency

Requirements for Certificate of Proficiency .....	79
Certificate of Proficiency in Accounting .....	79
Certificate of Proficiency in Air Conditioning & Refrigeration .....	80
Certificate of Proficiency in Architectural Drafting .....	80
Certificate of Proficiency in Auto Body Repair .....	80





Certificate of Proficiency in Automotive Technology .....	80
Certificate of Proficiency in Business Management.....	81
Certificate of Proficiency in Civil Engineering Technology .....	81
Certificate of Proficiency in Carpentry.....	81
Certificate of Proficiency in Diesel Engines.....	82
Certificate of Proficiency in Electricity Technology .....	82
Certificate of Proficiency in Electronics.....	82
Certificate of Proficiency in Electronics – Communication Systems.....	83
Certificate of Proficiency in Electronics – Computer Systems .....	83
Certificate of Proficiency in Elementary Education .....	83
Certificate of Proficiency in Guidance and Counseling .....	83
Certificate of Proficiency in Information and Communications Technology (ICT) – Electronic Office Option .....	84
Certificate of Proficiency in Marine Option Program (MOP).....	84
Certificate of Proficiency in Networking and Computing.....	85
Certificate of Proficiency in Practical Nursing.....	85
Certificate of Proficiency in Welding.....	86

#### **ACADEMIC DEPARTMENTS**

Agriculture & Life Science .....	88
Business .....	90
Criminal Justice.....	93
Teacher Education.....	95
English Language Institute (ELI).....	97
Fine Arts.....	98
Health & Human Services.....	100
Language and Literature .....	102
Mathematics .....	104
Nursing.....	105
Physical Education.....	108
Samoan Studies (SSD).....	109
Science / Marine Science .....	113
Social Science .....	116
Trades and Technology.....	119

#### **ASCC SCHOOL OF EDUCATION**

Bachelors of Education (E.ED) in Elmentary Education Catalog.....	131
---	-----

#### **ASCC ADMINISTRATION, STAFF, FACULTY & PROFESSIONAL STAFF**

ASCC Administration.....	149
Project Directors and Professional Staff.....	150
ASCC Faculty.....	150
ASCC Adjunct Faculty .....	154
Support Staff.....	155
President's Office.....	155
Vice President of Academics & Student Affairs .....	158
Academic Affairs Division .....	158
Admissions and Records .....	160
Adult Education Literacy & Extended Learning (AELEL) .....	158
American Samoa Teacher Education Program .....	158
Library & Learning Services (LRC) .....	158



Samoan Studies Institute (SSI).....	159
Student Services.....	159
Student Support Services (SSS).....	159
Vice President of Administrative and Finance Division	
Business and Finance.....	160
Communication & Information Systems (MIS).....	161
Community & Natural Resources Division (Land Grant).....	155
Custodial Services.....	162
Financial Aid.....	160
Ground Services.....	162
Human Resources.....	161
Institutional Effectiveness.....	161
Maintenance & Operation Services.....	162
Physical Facilities Management.....	162
Procurement & Bookstore.....	161
Security.....	162
Small Business Development Center (SBDC).....	163
University Center for Excellence and Developmental Disabilities (UCEDD).....	163
Hail ASCC.....	164
Special Acknowledgements.....	Back Cover



## *President's Message*



Welcome to the 2012-2014 ASCC General Catalog!

It gives me great satisfaction to present this latest edition of the ASCC General Catalog! Within these pages, you will find a wealth of information on the various academic programs offered by ASCC, as well as our general policies and procedures and a timetable of important dates for the coming semesters. I take special pride in the additional course offerings that have come with the expansion of our Teacher Education program, which is now offering courses at the 300 and 400 levels. The College has also established a program of evening classes, which are open not only to regular ASCC students, but also to community members whose daytime activities have precluded them from pursuing their goal of furthering their education.

Many of these expanded academic services have come in tandem with the major improvements to our campus made possible through the American Recovery and Reinvestment Act (ARRA). Thanks to ARRA support, the College has spent many months on a number of projects to improve the learning environment for our students. All classrooms have undergone thorough renovations, and many now feature “smart” technology. New classrooms have come into use on the Upper Campus for Teacher Education, Samoan Studies and Fine Arts classes, and our computer labs have also been expanded with upgraded equipment.

While we feel truly blessed to have been able to improve our facilities through ARRA resources, the main priority of ASCC remains the ongoing development of our educational services. The majority of our faculty has recently attended training in the areas of Assessment and Student Learning Outcomes, which has resulted in a stronger unified focus of our teaching methodologies towards clearly defined goals. Over the last ten years, Service Learning has become a regular option within many of our classes, giving our students the opportunity to combine classroom content with service to their community. Along with its many research and community outreach programs, our Community & Natural Resources Division continues to develop locally-focused courses for students with an interest in agriculture and the environment.

The programs I've mentioned are just some of the many different fields of learning students can pursue here at ASCC. Taking the time to investigate the document you now possess is perhaps the best way to get the full picture of the diversity of learning opportunities available at our institution. The quality of our programs is made possible through the leadership and guidance of the Board of Higher Education, the dedication of our faculty, and the hard work of our administration and staff. On behalf of myself and all of these colleagues, I sincerely wish you the best success in your learning endeavors.

Soifua,

Dr. Seth P. Galea'i  
President, American Samoa Community College





## 2012 – 2014 ACADEMIC CALENDAR

### **2012 FALL SEMESTER (August 20 – December 6, 2012)**

August 6 – 7 .....	Placement Test
August 9 .....	Late Placement Test
August 10 .....	New Student Orientation
August 13 – 14 .....	Faculty Orientation
August 15 – 17 .....	Registration – New, Continuing and Returning Students
August 16 – 21 .....	Add / Drop Period
August 20 .....	Instruction Begins
August 20 – 21 .....	Late Admissions & Late Registration
August 22 – 31 .....	Administrative Drop Period
August 22 – September 7 .....	Drop Only Period
September 3 .....	HOLIDAY – Labor Day
September 10 – October 19 .....	Withdrawal Period to Receive a “W”
September 17 – October 12 .....	Low Grade Reporting Period
September 28 .....	Deadline to Submit Make-Up Work for 2012 Spring and 2012 Summer Incomplete Grades
September 28 .....	2012 Fall Semester Graduation Application Deadline
October 1 .....	Deadline to Change Grades for 2012 Spring and 2012 Summer Semesters
October 8 .....	HOLIDAY – Columbus Day
October 9 – 12 .....	Midterm Examinations
October 22 – November 9 .....	Withdrawal Period to Receive a “W/F” or “W/NP”
November 12 .....	HOLIDAY – Veteran’s Day
November 13 – December 6 .....	2013 Spring & Summer Priority Registration
November 22 .....	HOLIDAY – Thanksgiving
November 26 – 29 .....	ELI & Development MATH Final Examination
November 30 .....	Last day to Complete Withdrawal from ASCC
November 30 .....	Instruction Ends
December 3 – 6 .....	Final Examination
December 3 – 6 .....	ELI 2013 Spring & Summer Priority Registration
December 7 – 12 .....	Early Add/Drop
December 10 .....	2012 Fall Semester Graduates Grades Due
December 14 .....	2012 Fall Semester Commencement
December 26 .....	All 2012 Fall Semester Grades Due

### **ASTEP FALL 2012 SESSION (September 4 – November 9, 2012)**

August 28 – 30 .....	ASTEP Registration
August 31 .....	ASTEP Late Registration
September 3 .....	HOLIDAY – Labor Day
September 4 .....	ASTEP Instruction Begins
September 4 – 5 .....	ASTEP Add/Drop Period
September 6 – 7 .....	ASTEP Administrative Drop & Drop Only Period
September 10 – October 5 .....	ASTEP Withdrawal Period to Receive a “W”
October 8 .....	HOLIDAY – Columbus Day
October 9 – 19 .....	ASTEP Withdrawal Period to Receive a “W/F” or “W/NP”
November 9 .....	ASTEP Instruction Ends

AUGUST 2012						
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***ASCC Academic  
Calendar is  
subject to change***



**CAPP FALL 2012 SESSION (August 20 – November 28, 2012)**

August 20	CAPP 1st Session Registration
August 21	CAPP 1stSession Late Admissions & Registration
August 21	CAPP 1st Session Instruction Begins
August 21-22	CAPP 1st Session Add/Drop Period
August 23-24	1st Session Administrative Add & Drop Only Period
August 26 - September 14	1st Session Withdrawal Period to Receive a "W"
September 17 - 21	1stWithdrawal Period to Receive "WNP"
September 28	1stSessionInstructions End
October 1 - 3	1st Session Final Examinations
October 5	1st Session Grades Due
October 8	HOLIDAY – Columbus Day
October 9 - 10	CAPP 2nd Session Registration
October 11 - 16	CAPP 2ndSession Add/Drop Period
October 15	CAPP 2nd Session Instruction Begins
October 15	CAPP 2ndSession Late Admissions & Registration
October 17 - 19	2ndSession Administrative Add & Drop Only Period
October 22 – November 9	2ndSession Withdraw Period to Receive a "W"
November 12	HOLIDAY – Veterans Day
November 13 - 16	2ndSession Withdrawal Period to Receive a "WNP"
November 22	HOLIDAY – Thanksgiving
November 23	2nd Session Instruction Ends
November 26 - 28	2nd Session Final Examinations
November 30	2nd Session Grades Due
December 3 - 5	CAPP 2013 Spring Priority Registration

**DECEMBER 2012**

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**JANUARY 2013**

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**FEBRUARY 2013**

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**2013 SPRING SEMESTER (January 14 – May 3, 2013)**

January 2 – 3	Placement Test
January 4	New Student Orientation
January 7	Late Placement Test
January 7 – 8	Faculty Orientation
January 9 – 11	Registration – New, Continuing and Returning Students
January 10 – 15	Add/Drop Period
January 14	Instruction Begins
January 14 – 15	Late Admissions & Late Registration
January 16 – 25	Administrative Drop Period
January 16 – February 1	Drop Only Period
January 21	HOLIDAY – Martin Luther King’s Birthday
February 4 – March 22	Withdrawal Period to Receive a "W"
February 11 – March 8	Low Grade Reporting Period
February 18	HOLIDAY – President’s Day
February 22	Deadline to Submit Make-Up Work for 2012 Fall Incomplete Grades
February 22	2013 Spring Semester Graduation Application Deadline
February 25	Deadline for Change of Grades for 2012 Fall Semester
March 4 – 7	Midterm Examinations
March 11 – 15	SPRING BREAK
March 25 – April 12	Withdrawal Period to Receive a "W/F" or "W/NP"
March 29	HOLIDAY – Good Friday
April 15 – May 9	2013Summer& Fall Priority Registration
April 17	HOLIDAY – Flag Day

**MARCH 2013**

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**APRIL 2013**

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*ASCC Academic  
Calendar is  
subject to change*



April 29 – May 2 ..... ELI & Development MATH Final Examination  
 May 3 ..... Last day to Complete Withdrawal from ASCC  
 May 3 ..... Instruction Ends  
 May 6 – 9 ..... Final Examination  
 May 6 – 9 ..... ELI 2013 Summer & Fall Priority Registration  
 May 10 – 15 ..... Early Add/Drop  
 May 13 ..... 2013 Spring Semester Graduates Grades Due  
 May 17 ..... 2013 Spring Semester Commencement  
 May 22 ..... All 2013 Spring Semester Grades Due

**MAY 2013**

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**ASTEP 2013 SPRING SESSION (January 28 – April 12, 2013)**

January 21 ..... HOLIDAY – Martin Luther King Day  
 January 22 – 24 ..... ASTEP Registration  
 January 25 ..... ASTEP Late Registration  
 January 28 ..... ASTEP Instruction Begins  
 January 28 – 29 ..... ASTEP Add/Drop Period  
 January 30 – February 1 ..... ASTEP Administrative Drop & Drop Only Period  
 February 4 – March 1 ..... ASTEP Withdrawal Period to Receive a “W”  
 February 18 ..... HOLIDAY – President’s Day  
 March 14 – 22 ..... ASTEP Withdrawal Period to Receive a “W/F” or “W/NP”  
 March 29 ..... HOLIDAY – Good Friday  
 April 12 ..... ASTEP Instruction Ends

**JUNE 2013**

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**2013 SUMMER SESSIONS (May 28 – June 28, 2013)**

**ASTEP 1<sup>st</sup> SESSION (May 28 – June 28, 2013)**

May 12 – 23 ..... 1<sup>st</sup> & 2<sup>nd</sup> Summer Session Registration  
 May 24 – 29 ..... 1<sup>st</sup> & 2<sup>nd</sup> Summer Session Late Registration  
 May 27 ..... HOLIDAY – Memorial Day  
 May 28 ..... 1<sup>st</sup> Session Begins  
 May 28 – 29 ..... Add/Drop Period  
 May 30 – 31 ..... Administrative Drop & Drop Only Period  
 June 3 – 14 ..... Withdrawal Period to Receive a “W”  
 June 17 – 21 ..... Withdrawal Period to Receive a “W/F” or “W/NP”  
 June 28 ..... 1<sup>st</sup> Session Ends  
 July 1 ..... 1<sup>st</sup> Session Grades Due

**JULY 2013**

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**AUGUST 2013**

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**REGULAR SESSION (June 10 – July 19, 2013)**

May 27 ..... HOLIDAY – Memorial Day  
 May 29 – 30 ..... Placement Test  
 June 5 – 7 ..... Registration – New, Continuing & Returning Students  
 June 10 ..... Instruction Begins  
 June 6 – 11 ..... Add/Drop Period  
 June 10 – 11 ..... Late Admissions & Late Registration

**ASCC Academic  
 Calendar is  
 subject to change**



June 12 – 14 ..... Administrative Drop & Drop Only Period  
 June 17 – July 5 ..... Withdrawal Period to Receive a “W”  
 July 4 ..... HOLIDAY – Independence Day  
 July 8 – 12 ..... Withdrawal Period to Receive “W/F” or “W/NP”  
 July 16 ..... HOLIDAY – Manua Day  
 July 19 ..... Instruction Ends  
 July 26 ..... 2013 Summer All Grades Due

**ASTEP 2<sup>nd</sup> SESSION (July 1 – August 2, 2013)**

July 1 ..... 2<sup>nd</sup> Session Begins  
 July 1 – 2 ..... Late Registration  
 July 1 – 2 ..... Add/Drop Period  
 July 3 – 5 ..... Administrative Drop & Drop Only Period  
 July 4 ..... HOLIDAY – Independence Day  
 July 8 – 19 ..... 2<sup>nd</sup> Session Withdrawal Period to Receive a “W”  
 July 22 – 26 ..... 2<sup>nd</sup> Session Withdrawal Period to Receive a “W/F” and “W/NP”  
 August 2 ..... 2<sup>nd</sup> Session Instruction Ends  
 August 7 ..... 2<sup>nd</sup> Session Grades Due

**2013 FALL SEMESTER (August 19 – November 29, 2013)**

August 5 – 6 ..... Placement Test  
 August 8 ..... Late Placement Test  
 August 9 ..... New Student Orientation  
 August 12 – 13 ..... Faculty Orientation  
 August 14 – 16 ..... Registration – New, Continuing and Returning Students  
 August 15 – 20 ..... Add / Drop Period  
 August 19 ..... Instruction Begins  
 August 19 – 20 ..... Late Admissions & Late Registration  
 August 21 – 30 ..... Administrative Drop Period  
 August 21 – September 6 ..... Drop Only Period  
 September 2 ..... HOLIDAY – Labor Day  
 September 9 – October 18 ..... Withdrawal Period to Receive a “W”  
 September 16 – October 11 ..... Low Grade Reporting Period  
 September 27 ..... Deadline to Submit Make-Up Work for 2013 Spring  
 & 2013 Summer Incompletes Grades  
 September 27 ..... 2013 Fall Semester Graduation Application Deadline  
 September 30 ..... Deadline to Change of Grades for 2013 Spring  
 & 2011 Summer Semesters  
 October 14 ..... HOLIDAY – Columbus Day  
 October 7 – 10 ..... Midterm Examinations  
 October 21 – November 8 ..... Withdrawal Period to Receive a “W/F” or “W/NP”  
 November 11 ..... HOLIDAY – Veteran’s Day  
 November 12 – December 5 ..... 2014 Spring & Summer Priority Registration

**AUGUST 2013**

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**SEPTEMBER 2013**

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**OCTOBER 2013**

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**NOVEMBER 2013**

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**DECEMBER 2013**

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*ASCC Academic  
 Calendar is  
 subject to change*





November 28..... HOLIDAY – Thanksgiving Day  
 November 25 – 27..... ELI & Development MATH Final Examination  
 November 29..... Last day to Complete Withdrawal from ASCC  
 November 29..... Instruction Ends  
 December 2 – 5..... Final Examination  
 December 2 – 5..... ELI 2014 Spring & Summer Priority Registration  
 December 6 – 11..... Early Add/Drop  
 December 9..... 2013 Fall Semester Graduates Grades Due  
 December 13..... 2013 Fall Semester Commencement  
 December 27..... All 2013 Fall Semester Grades Due

**DECEMBER 2013**

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**ASTEP 2013 FALL SESSION (September 3 – November 8, 2013)**

August 27 – 28..... ASTEP Registration  
 August 30..... ASTEP Late Registration  
 September 2..... HOLIDAY – Labor Day  
 September 3..... ASTEP Instruction Begins  
 September 3 – 4..... ASTEP Add/Drop Period  
 September 5 – 6..... ASTEP Administrative Drop & Drop Only Period  
 September 9 – October 4..... ASTEP Withdrawal Period to Receive a “W”  
 October 14..... HOLIDAY – Columbus Day  
 October 7 – 18..... ASTEP Withdrawal Period to Receive a “W/F” or “W/NP”  
 November 8..... ASTEP Instruction Ends

**JANUARY 2014**

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**2014 SPRING SEMESTER (January 13 – May 2, 2014)**

December 27 & 30..... Placement Test  
 January 1..... HOLIDAY – New Year’s Day  
 January 2..... Late Placement Test  
 January 3..... New Student Orientation  
 January 6 – 7..... Faculty Orientation  
 January 8 – 10..... Registration – New, Continuing and Returning Students  
 January 9 – 14..... Add / Drop Period  
 January 3..... Instruction Begins  
 January 13 – 14..... Late Admissions & Late Registration  
 January 15 – 24..... Administrative Drop Period  
 January 15 – 31..... Drop Only Period  
 January 20..... HOLIDAY – Martin Luther King’s Birthday  
 February 3 – March 21..... Withdrawal Period to Receive a “W”  
 February 10 – March 7..... Low Grade Reporting Period  
 February 17..... HOLIDAY – President’s Day  
 February 21... Deadline to Submit Make-Up Work for 2013 Fall Incomplete Grades  
 February 21..... 2014 Spring Semester Graduation Application Deadline  
 February 24..... Deadline for Change of Grades for 2013 Fall Semester  
 March 3 – 6..... Midterm Examinations  
 March 10 – 14..... SPRING BREAK  
 March 24 – April 11..... Withdrawal Period Receive a “W/F” or “W/NP”  
 April 14 – May 8..... 2014 Summer & Fall Priority Registration  
 April 17..... HOLIDAY – Flag Day  
 April 18..... HOLIDAY – Good Friday

**FEBRUARY 2014**

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**MARCH 2014**

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*ASCC Academic  
 Calendar is  
 subject to change*



April 28 – May 1 ..... ELI & Development MATH Final Examination  
 May 2 ..... Last day to Complete Withdrawal from ASCC  
 May 2 ..... Instruction Ends  
 May 5 – 8 ..... Final Examination  
 May 5 – 8 ..... ELI 2014 Summer & Fall Priority Registration  
 May 9 – 14 ..... Early Add/Drop  
 May 12 ..... 2014 Spring Semester Graduates Grades Due  
 May 16 ..... 2012 Spring Semester Commencement  
 May 21 ..... All 2014 Spring Semester Grades Due

**APRIL 2014**

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**ASTEP 2014 SPRING SESSION (January 27 – April 11, 2014)**

January 20 ..... HOLIDAY – Martin Luther King Day  
 January 21 – 23 ..... ASTEP Registration  
 January 24 ..... ASTEP Late Registration  
 January 27 ..... ASTEP Instruction Begins  
 January 27 – 28 ..... ASTEP Add/Drop Period  
 January 29 – 31 ..... ASTEP Administrative Drop & Drop Only Period  
 February 3 – 28 ..... ASTEP Withdrawal Period to Receive a “W”  
 February 17 ..... HOLIDAY – President’s Day  
 March 3 – 21 ..... ASTEP Withdrawal Period to Receive a “W/F” or “W/NP”  
 April 11 ..... ASTEP Instruction Ends

**MAY 2014**

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**MAY 2014**

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**MAY 2014**

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**2014 SUMMER SESSIONS**

**ASTEP 1<sup>st</sup> SESSION (May 27 – June 27, 2014)**

May 20 – 22 ..... 1<sup>st</sup> & 2<sup>nd</sup> Summer Session Registration  
 May 23 – 28 ..... 1<sup>st</sup> & 2<sup>nd</sup> Summer Session Late Registration  
 May 26 ..... HOLIDAY – Memorial Day  
 May 27 ..... 1<sup>st</sup> Session Begins  
 May 27 – 28 ..... Add/Drop Period  
 May 29 – 30 ..... Administrative Drop & Drop Only Period  
 June 2 – 13 ..... Withdrawal Period to Receive a “W”  
 June 16 – 20 ..... Withdrawal Period to Receive a “W/F” or “W/NP”  
 June 27 ..... 1<sup>st</sup> Session Ends  
 June 30 ..... 1<sup>st</sup> Session Grades Due

**JULY 2014**

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**REGULAR SESSION (June 9 – July 18, 2014)**

May 26 ..... HOLIDAY – Memorial Day  
 May 28 – 29 ..... Placement Test  
 June 4 – 6 ..... Registration – New, Continuing & Returning Students  
 June 9 ..... Instruction Begins  
 June 5 – 10 ..... Add/Drop Period  
 June 9 – 10 ..... Late Admissions & Late Registration

*ASCC Academic Calendar is subject to change*



June 11 – 13 ..... Administrative Drop & Drop Only Period  
 June 16 – July 3 ..... Withdrawal Period to Receive a “W”  
 July 4 ..... HOLIDAY – Independence Day  
 July 7 – 11 ..... Withdrawal Period to Receive “W/F” or “W/NP”  
 July 16 ..... HOLIDAY – Manua Day  
 July 18 ..... Instruction Ends  
 July 25 ..... 2014 Summer All Grades Due

**ASTEP 2<sup>nd</sup> SESSION (June 30 – August 1, 2014)**

June 30 ..... 2<sup>nd</sup> Session Begins  
 June 30 – July 1 ..... Late Registration  
 June 30 – July 1 ..... Add/Drop Period  
 July 2 – 3 ..... Administrative Drop & Drop Only Period  
 July 4 ..... HOLIDAY – Independence Day  
 July 7 – 18 ..... 2<sup>nd</sup> Session Withdrawal Period to Receive a “W”  
 July 21 – 25 ..... Withdrawal Period to Receive a “W/F” and “W/NP”  
 August 1 ..... 2<sup>nd</sup> Session Ends  
 August 6 ..... 2<sup>nd</sup> Session Grades Due

**JUNE 2014**

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**JULY 2014**

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**JUNE 2014**



**AUGUST 2014**

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**ASCC Academic  
 Calendar is  
 subject to change**



# GENERAL INFORMATION

-  **Accreditation**
-  **History**
-  **Vision**
-  **Mission**
-  **Manulautī**
-  **Core Values**
-  **Governance**





## GENERAL INFORMATION

### Accreditation

The American Samoa Community College (ASCC) is accredited by the Accrediting Commission of Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges (WASC) and Accrediting Commission for Senior Colleges and Universities (ACSCU). 10 Commercial Boulevard, Suite 204, Navatom CA 94949. Ph: (415) 506-0234 Fax: (415) 506-0238

The American Samoa Community College Bachelor of Education program has been recognized as a Candidate for Accreditation by the Accrediting Commission for Senior colleges and Universities of the Western Association of Schools and Colleges (WASC), 985 Atlantic Avenue, Suite 100, Alameda, CA 94501, Ph: (510)748-9001.

The ACSCU will conduct an accreditation site visit to ASCC in Spring 2013.

### History

The American Samoa Community College (ASCC) was established in 1970 to provide post-secondary education opportunities in the liberal arts, teacher training, vocational-technical education and general education to the residents of American Samoa. ASCC offers Associate of Arts and Associate of Science degrees, as well as Certificate programs in a variety of academic and technical areas.

ASCC is located on Tutuila, the largest of American Samoa's seven islands in the lush valley of Mapusaga village nine miles west of Pago Pago, the territory's center of trade and commerce. American Samoa lies about 2,500 miles southwest of Hawaii and 1,800 miles northeast of New Zealand. Tutuila comprises approximately three-fourths of American Samoa's 76 square miles and is home to 90% of its population of nearly 60,000. The other six islands are Aunu'u, Ofu, Olosega, Ta'u, Swains, and Rose Atoll.

In July of 1970, ASCC was established as part of the American Samoa Department of Education. The first

freshman class of 131 attended classes in the old Lands and Survey Building (the current site of the Lumana'i Building) in Fagatogo. The following year the College was moved to the old Fia Iloa High School building in Utulei. The move to a permanent campus was made in September of 1974 when ASCC took over the site of the former Mapusaga High School.

A grant from the U.S. Economic Development Administration in 1979 enabled ASCC to complete five new buildings, with modern facilities for instruction in science, nursing, fine arts and vocational education, as well as a student cafeteria and a gymnasium.

### Vision

The American Samoa Community College holds as its central theme "Saili le Atamai" or to "seek knowledge." Our journey pushes us forward to achieve our mission to provide high quality educational programs and services. We remain grounded in the core values of student centeredness, respect for diversity, collaboration and teamwork, respect for tradition and culture, and lifelong learning while meeting the challenges of the 21<sup>st</sup> Century. We envision an active impact in the development of the educational, social, cultural, political, economic, technological, and environmental well-being of American Samoa and the Pacific.

### Mission

The mission of the American Samoa Community College is to foster successful student learning by providing high quality educational programs and services that will enable students to achieve their educational goals and to contribute to the social, cultural, political, economic, technological, and environmental well-being of American Samoa.

To fulfill this mission, the College, as an open admissions United States accredited, open admissions, Land Grant institution, provides access to associate degree and certificate programs of study. These programs prepare all students including those who are educationally underserved, challenged, or non-traditional for:



1. Transfer to institutions of higher learning
2. Successful entry into the workforce
3. Research and extension in human and natural resources
4. Awareness of Samoa and the Pacific.

### **Manulaiti (Mission Samoan Version)**

O le manulaiti a le Kolisi Tuufaatasi o Amerika Samoa, ia faatupulai'ia auamanu o a'oa'oga a tagata aoga, i le sauniunia ma le faafailelea lelei o polokalama 'a'anoa, faapea ni tautua aoga, o le a mafai ai e tagata aoga, ona 'ausia tulaga faale a'oa'oga na o latou mo'omia, e fesoasoani ai i le soifua faale aganu'u, i faiga malo, i le tamaoaiga i tupe, i tekonoosi, ma le si'osi'omaga manuia o Amerika Samoa.

E faataunu'u lana manulaiti, ona o se Kolisi a le malo o Amerika, ua faamaonia le talia o ona togi i isi Kolisi, e tatala le ulufale i soo se tagata, ma o se nofoaga a'oga i lalo o Laufanua a le Feterale, ma ua maua ai ma su'e ai fo'i tikeri ma tusi pasi o soo se polokalama. O nei polokalama o lo o sauniunia ai soo se tagata a'oga, ma e aofia ai ma tagata e le 'o maua gofie avanoa ma taimi mo a'oa'oga, faapea i latou o lo o iai lu'itau mo le;

- toe si'itia atu i nofoaga o a'oa'oga maualuluga
- faigofie ona ofi atu i fa'alapotopotoga o tagata faigaluega
- sa'ili'iliga ma le fa'alautelega o puna 'oa fa'anatura
- silafia o Samoa ma le Pasefika

### **Core Values**

The **Core Values** that guide us on this journey of learning are

1. Student Centeredness
2. Respect for Diversity
3. Collaboration and Teamwork
4. Respect for Tradition and Culture
5. Lifelong Learning

### **Governance**

Since the implementation of Public Law 22-30, the College has assumed semi-independent governance and has established a structure that maximizes participation, recognizes and value expertise, and paces authority at the appropriate level. The College governance system clarifies the roles of faculty, professional and classified staff, the President, Administration, and students. In a governance system, the President is the final authority in the decision-making process, having the authority to accept or reject recommendations.

The Board of Higher Education is responsible for the selection of the President, setting policies and the control and management of the college.





# STUDENT SERVICES INFORMATION

- ❁ **Counseling Services**
- ❁ **Diversity and Tutorial Services**
- ❁ **Disability Access and Accommodation Services**
- ❁ **Drug and Alcohol Awareness Program**
- ❁ **General Student Grievance**
- ❁ **Intramural Sports Program**
- ❁ **Student Employment and Training Center (SETC)**
- ❁ **Student Government Association (SGA)**
- ❁ **Student's Rights and Responsibilities**
- ❁ **Peer Review Council**
- ❁ **Sexual Harassment**
- ❁ **Veteran's Educational Assistance**
- ❁ **You Are Not Alone (YANA)**
- ❁ **Zero Tolerance Policy**



## STUDENT SERVICES

### Mission

The mission of the Student Services Division is to support the educational pursuits of all students attending ASCC through an active concern for high quality services, student access, learning, progress, and success.

The following programs and services are provided by the Student Services Division to help students meet their educational, transfer, career, and personal goals.

### College and Life Planning

The mission of the College and Life Planning (CLP) course is to empower and inspire students to be successful, both personally and professionally.

CLP 150 Course Student Learning Outcomes:

1. Develop and apply communication skills to enhance the areas of speaking, writing, reading and listening;
2. Correlate personal learning styles to improve their academic studies and real work situations;
3. Utilize current technology skills to improve communication, and locate and retrieve information for life-long learning;
4. Demonstrate an understanding and appreciation for diversity in all aspects of life;
5. Develop and illustrate strategies to address potential problems with effective solutions or options.

### Counseling Services

The mission of Counseling Services is to provide academic, personal, and career counseling, assist with orientation of new students, implement outreach activities, offer crisis intervention, and optimize follow-up and referral services to our American Samoa Community College students, prospective students and the community.

Counseling Service's goal is to provide quality assistance that will create a safe, supportive and affirming student environment.

Counseling is available to the diverse student population requiring assistance, and students are encouraged to seek help from the following

Counselors:

1. Career/ Academic Counselor
2. Diversity/Tutorial Counselor
3. Personal/ Academic Counselor
4. Transfer/Alumni Counselor

### *Academic Counseling Goals*

1. Assist and advise all students during the registration process
2. Advise students on academic planning of degree or certificate programs and educational requirements
3. Make orientation and outreach presentations of comprehensive college information for incoming and new students
4. Consult students with low grades and students on academic probation to create an academic plan to improve their progress with academic referral assistance (tutorial)
5. Serve as instructors and facilitators of College and Life Planning Courses to develop and instill in students skills and strategies for life-long learning
6. Assist students planning to transfer to a college or university by researching on-line for information regarding the specific academic institutions
7. Assist students applying to other colleges and universities with the application process and requirements.

### *Career/Placement Counseling Goals*

1. Assist students to research career information on-line, through local networking and through partnership with community based agencies
2. Advise students in aligning their college program with a career of interest
3. Provide job skills training, job search assessment, application information, interview skills and resume writing for interested students
4. Plan and implement a Career Fair, Career Seminars and, or Career Workshops for students





### *Personal Counseling Goals*

1. Advise/Console students on a variety of personal problems interfering with their studies
2. Provide short term personal counseling with a referral plan to a professional agency for assistance
3. Explore disciplinary plan of action to counsel/help students better manage their problematic issues  
Conduct workshops and trainings by the YANA coordinator on ways to deal with problems/issues affecting students' personal lives.

### *You Are Not Alone (YANA)*

The Student Services Division offers a support program called YANA (You Are Not Alone). Its purpose is to reach out to students and other community members who are experiencing personal problems. Qualified counselors are available to assist anyone who is in need of help. Student mentors are also available to help students who are not comfortable talking to an adult. If you need someone to talk to, or know of someone who needs help, contact us at:

Phone: (684) 699-9155, extension 362 from Monday – Friday, 8:00am – 4:00pm  
(684) 252-9262 (YANA) (24 hour hotline)  
E-mail: [yana@amsamoa.edu](mailto:yana@amsamoa.edu)

### *Other Responsibilities*

1. Act as Liaison with Alumni association of ASCC to identify and update alumni data in conjunction with the Office of Institutional Effectiveness
2. Upon request, to assist and orient students with certified disabilities with the transition to college process.

Students can schedule an appointment with a Counselor or visit on a walk-in basis. The Counselors are located inside the Coleman Building (Cafeteria), on lower campus.

### **Diversity and Tutorial Services**

Traditional, non-traditional, multicultural, and students with disabilities who need assistance with their studies are encouraged to visit the Counseling Office and sign up for consultation, scheduling and tutorial services.

Other programs and/or departments that offer tutorial services that serve a target population are: Louis Stokes Alliances for Minority Participation (LSAMP), Student Support Services (SSS), and Adult Education Literacy and Extended Learning (AELEL). Please refer to *Institutional Program and Institutional Services* section for more information.

The Student Learning Assistance Center is located next to the Dean of Student Services office (Coleman Building [Cafeteria], lower campus). Contact Phone: (684) 699-9155 extension 461 or 362.

### **Disability Access and Accommodation/Modification Services**

Counseling Services is committed to assist and provide academic access services to students with a certified disability who meets the academic and technical standards for admission or participation in the education program or activity given appropriate accommodation/modifications. Students with a disability will not, on the basis of that disability, be denied full and equal access to academic and co-curricular programs or activities or otherwise be subjected to discrimination under programs or activities offered by ASCC. This is to ensure full compliance with all pertinent federal and state legislation, including Section 504 of the Rehabilitation Act of 1973 as amended by the American with Disabilities Act (ADA) of 1992.





Programs include but are not limited to: Academic majors and certificate and degree plans, including coursework and practical research; career training; counseling; financial aid; physical education; recreation activities by student organizations; placement; and any other programs offered by the college.

New and prospective students with certified disability should contact the Student Services Division and the Student Handbook for further details on college access and accommodation/modification services. Individuals must make all requests at least two months prior to the start of their entering semester.

### **Student Learning Assistance Center (SLA Center)**

The purpose of the Student Learning Assistance Center (SLA Center) is to provide learning assistance to any and all students that require it. This Center provides a quiet space for students to learn, as well as study. It provides Financial Aid assistance, conducts outreach programs, and disburses the 411, our campus student newsletter.

This center is considered a “one stop shop” for student needs; tutorials, transferability, financial aid, and referrals.

#### *Comprehensive Tutorial Assistance Program:*

The American Samoa Community College offers free tutoring on campus to provide supportive academic services for all students.

The Program goals are:

1. To help students reduce classroom failure rates
2. To improve ASCC student retention
3. To develop a positive attitude toward learning
4. To develop effective study habits
5. To develop self-confidence
6. To increase the student’s understanding of the subject matter and
7. To achieve student learning outcomes from Institutional to Degree programs to the course level.

The tutoring program provides quality instructional support to all currently enrolled students who have

identified a need for instructional assistance outside the regular classroom experience. The Student Services Tutoring Program offers tutorial assistance to help students improve their chances to succeed in their courses and attain personal and academic goals. Tutorial services are available as both one on one assistance as well as small group sessions.

The Tutoring Program is located in the Student Learning Assistance Center (SLA Center) next to the Dean of Student Services office (Coleman Building [Cafeteria], lower campus). Contact Phone: (684) 699-9155, extension 461 or 362. Tutorial services are provided for ALL subjects and is available to ALL students. Our main goal is to reduce the rate of classroom failure and improve ASCC student retention, as well as develop effective study habits, and positive attitudes towards learning.

#### *Financial Aid:*

Students (both new and returning) who are seeking assistance with their financial aid application (FAFSA-Free Application for Federal Student Aid) are encouraged to stop by the SLA Center. If you plan to transfer off island, it is highly advised that you notify your financial aid counselor, so that necessary changes can be applied to your application.





#### *411 Student Newsletter:*

411 is a campus student newsletter that keeps connected with what's happening on campus. It features upcoming events, internship & scholarship opportunities, important announcements, deadlines, a students' corner, and much more. The newsletter is distributed weekly, via e-mail, the ASCC website, and five different locations on campus.

#### *High School Outreach:*

This program focuses on assisting students with transitioning from High School to College; whether to ASCC or transferring to an off-island University.

#### **Student Employment and Training Center (SETC)**

The purpose of the on-campus Student Employment and Training Center is to provide temporary employment to students while they pursue their academic career at ASCC. While the period of employment is temporary in nature, the lifetime experience gained will enable students to know what is expected of them if try out to transition into the workforce with ease.

The Student Employment and Training Center provides financial assistance to students who are ineligible for federal financial assistance, commonly known as the PELL Grant. The financial assistance available through the Student Employment and Training Center is in the form of employment within ASCC and is based solely on availability of local funds and willingness of various departments to participate, support, and employ students on a first come, first serve basis.

The Student Employment and Training Center will assist participating departments of ASCC by announcing, collecting and maintaining student personnel files on qualified candidates. Each student will complete and be selected based on his/her own merit as announced or listed in the job announcement. First priority is for students who are not eligible for federal financial aid, and are not current scholarship recipients of ASG and various private agencies of American Samoa.

The SETC is located behind the Coleman Building (Cafeteria), lower campus. Contact Phone: (684) 699-9155 ext. 426.

#### **Student Government Association (SGA)**

The Student Government Association (SGA) of ASCC exists to advance the democratic process of student government. SGA encourages professionalism and improved quality of activity and service at all levels of student government for the benefit of the total student population. It contributes to the analysis, understanding, and resolution of student issues by providing academic and social activities.

The Student Government Association (SGA) of ASCC is open to all enrolled students. The SGA is governed by the executive officers and the representatives, who are elected from the freshmen and sophomore classes. SGA representatives also serve on various ASCC committees and one serves as a member of the Board of Higher Education. SGA sponsors a number of activities each year, including the Miss ASCC pageant, Intramural Sports, cultural, assemblies and other club activities. Funding for these activities comes from student activity fees collected during registration.

Students interested in serving as an executive officer must have a cumulative 3.00 GPA at the time of election. Any full-time student who maintains a 2.70 semester GPA, who has completed one semester at ASCC, and is in good academic standing is eligible to serve in the SGA. Applications are available from the SGA office located in the Coleman Building and additional information can be obtained from the student handbook.

#### *Club and Intramural Activities*

Student clubs are considered an integral part of every student's college experience. Students are encouraged to participate by joining an existing club or starting a new one. This is an excellent way to make new friends. All campus clubs and organizations must have a faculty and staff advisor. Furthermore, clubs must meet the requirements established by the SGA. Applications are available at the SGA office.

Intramural sports are planned by the SGA and the Chairperson of the Physical Education Program. A variety of team sports are scheduled throughout the school year. For more details, please refer to the ASCC Student Handbook 2012-2014.





The SGA office is located behind the Coleman Building (Cafeteria), lower campus. Contact Phone: (684) 699-9155 ext.341.

### **School to Work Program**

The School-to-Work Program is designed to prepare individuals with disabilities who are ready to transition out from secondary education to either the workforce or to further their educational pursuits at an institution of higher learning. The program is facilitated by the Department of Education Special Education (SPED) and American Samoa Community College (ASCC). The mission of the ASCC-SPED School-to-Work Program is to provide work skills for youth with disabilities who are traditionally unable to secure or maintain employment.

### **Veterans Affairs**

A VA Student Coordinator, under the guidance of the Department of Veterans Affairs, certifies all students eligible to receive educational benefits. VA students need to contact the Student Services office for enrollment verification upon each registration.

### **Veterans Educational Assistance**

The American Samoa Community College is an approved educational institution for education and training under the Veterans Educational Assistance Act (GI Bill), the Veterans Readjustment Act, and the Dependent's Educational Assistance (DEA) Act. All students who are eligible to receive educational financial assistance from the U.S. Department of Veterans Affairs (VA) under Chapter 30, 31, 35 and 106 are advised to contact the ASCC Veterans Students Counselor for clarification and explanation of awards before registering with their assigned faculty advisor. It is important that their application is received and reviewed and that the Veterans Affairs Regional Processing Office in Muskogee, Oklahoma makes an official decision of denial or grant of benefits.

Eligible students may apply for veterans' benefits as soon as they have been admitted to ASCC. The ASCC VA Counselor will assist with detailed information regarding eligibility, entitlement, and authorized types

of training. This information may also be obtained by visiting the official website:

[www.gibill.va.gov/education/benefits.htm](http://www.gibill.va.gov/education/benefits.htm)

All drops and withdrawals must be reported to the VA Counselor for reporting to the U.S. VA Education Office in Muskogee, Oklahoma. This is the student's responsibility; otherwise the student will be required to repay any money that was overpaid.

Chapter 30 and Chapter 106 students are required to verify their monthly attendance to the ASCC VA Counselor in order to receive monthly awards. Contact the ASCC VA Counselor for further assistance. VA tutorials are also available through the Student Tutorial Services (see VA Coordinator).

The ASCC VA office is located behind the Coleman Building (Cafeteria), lower campus. Contact Phone: (684) 699-9155 ext. 426.

### **VA Transcript Evaluation**

The VA regional office requires ASCC to review military training and/or previous college courses to see if any of them will apply to the individual educational plan. The VA will allow payment for only a short period of time without this information. In order to avoid interruption of VA payments, the following needs to be completed:

1. Submit the copy of the DD Form 214 (Certificate of Release or Discharge from Active Duty) to the Admissions & Records Office for evaluation of military training.
2. Request in writing to each of the previous college/universities to have (1) official transcript sent directly to the Admissions & Records Office for an official evaluation.
3. For military personnel, request an official copy of the military educational transcript to be sent directly to the ASCC Admissions & Records Office. Once an official transcript is received, proceed to the Admissions & Records Office and request an official evaluation of credits.





## STUDENT'S RIGHTS & RESPONSIBILITIES

Students are responsible for all information contained in this catalog, and familiarizing themselves with and adhering to the standards involved with the policies and regulations governing campus conduct (see Student Handbook). It is also the responsibility of all students to contact appropriate college personnel to clarify any point in question. In no case will a regulation be waived or an exception be granted because a student pleads ignorance of, or contends that he/she was not informed of, the regulations or procedures.

The academic community, by its very nature, places emphasis on individual responsibilities. The college campus should be a place conducive to learning and the free exchange of ideas. ASCC students are expected to show respect for the rights of others, preserve a social and academic atmosphere, promote the College's goals, care for campus property, and bring goodwill and honesty to the College.

Students interfering with the personal rights or privileges of others, or the educational process of the college will be subject to immediate disciplinary action. Acts specifically prohibited include possession, use or sale of alcohol, narcotics or illicit drugs on campus or at college functions, destruction of ASCC property, vulgarity, stealing, continued willful disobedience, cheating, plagiarizing, forgery and all other dishonest practices.

### **Zero Tolerance Policy**

As with any community educational environment, certain policies are established to ensure the health and safety of all the students and employees of the institution.

ASCC defines zero tolerance as: the strict application of consequences regarding violation of ASCC's rules on weapons, explosives, fighting, drugs, or alcohol. If a student is found to have violated any of the

aforementioned rules, then the consequences shall be applied without exception.

### *Drugs*

The American Samoa Community College strictly prohibits the unlawful manufacture, distribution, dispensation, possession or use of non-prescribed drugs or use of illegal drugs or controlled substances. ASCC students who violate this prohibition are subject to disciplinary action including suspension or expulsion in accordance to the severity of the offense.

### *Alcohol*

The American Samoa Community College is a designated alcohol-free campus. Students attending ASCC must abide by the policy that alcohol is not permitted regardless of students' age. Illegal acts commonly associated with alcohol include public intoxication, driving while intoxicated, provision of alcohol to a minor, bringing alcoholic beverages onto the college campus and minors having possession of alcohol. Violation of these laws subjects students to disciplinary actions.

Students who violate the alcohol policy of the college are subject to disciplinary action in accordance with the above mentioned drug policy.

The American Samoa Community College reserves the right to disclose to a parent or legal guardian of a student, information regarding any violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance, regardless of whether that information is contained in the student's records, if a student is under the age of 21 and the institution determines that the student has committed a disciplinary violation with respect to such use or possession.

### *Weapons*

Students are prohibited from possessing weapons on school property. A person commits a crime if he/she knowingly possesses, manufactures, transports, repairs, or sells an explosive weapon, a machine gun, a gas gun, a short barreled rifle or shot gun, a firearm silencer, any knife, bush knife or machete, and/or knuckles.



Also, students shall not possess toy guns, knives, or other replicas of any of the weapons mentioned above on the school property at any time. College students who violate this prohibition are subject to suspension and expulsion.

### *Fighting*

Students shall be prohibited from the following actions while on school property:

1. Purposely or knowingly causing serious physical injury to another person;
2. Attempting to kill or cause serious physical injury to another person;
3. Recklessly engaging in conduct which creates a grave risk of death to another person and thereby causing serious physical injury to another person;
4. Knowingly causing or attempting to cause physical injury to another person by means of a deadly weapon or dangerous instrument;
5. Recklessly causing serious physical injury to another person;
6. Attempting to cause physical injury;
7. With criminal negligence, causing physical injury to another person by means of a deadly weapon;
8. Purposely placing another person in apprehension of immediate physical injury;
9. Knowingly causing physical contact with another person knowing the other person will regard the contact as offensive or provocative;
10. Fighting or violent, tumultuous, or threatening behavior.

Fighting on campus shall result in suspension or permanent expulsion from the American Samoa Community College in accordance to the severity of the action.

Violating the College Drug Policy, Rules and Regulations may cause a student to lose their eligibility for financial aid. According to 20 United States Code 1091(r) a student who has been convicted of a drug offense shall not be eligible to receive any grant, loan, or work assistance.

The Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, require that, as a condition of receiving funds or any other

form of financial assistance under any Federal program, an institution of higher education (IHE), State Educational Agency (SEA), or Local Education Agency (LEA) must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

In addition to disciplinary sanctions imposed by the College for violation of alcohol, drugs, weapons and fighting policies, students may also be prosecuted under Territorial and Federal Laws.

### **Academic Honesty and Integrity**

The American Samoa Community College prohibits the following actions:

1. Plagiarism, the submitting of one person's written ideas or thoughts as one's own, without giving proper citation or credit to the original author;
2. Cheating, that includes, but is not limited to, giving unauthorized sharing of information on any exam with others before the end of all final exams;
3. The abuse of library or other institutional materials, misuse of library privileges and unlawful duplication and/or distribution of copyrighted materials;
4. Knowingly furnishing false information to the college with the intent to deceive or fraud;
5. Forgery, alteration or misuse of documents, records, or identification; and
6. The attempted or actual theft or damage of college property.

Students caught will be reported to the Dean of Student Services to be disciplined and/or counseled in accordance to the severity of the action.

### **General Student Grievance**

Students having a grievance with the general operation of the College may petition the Grievance Committee for redress. The petition shall set forth in detail the nature of the grievance and shall state for whom the grievance is directed. It shall contain factual data, which the petitioners deem pertinent to their case. The Committee shall have the right to decide whether or not the petition merits investigation. Petitions must be submitted to the Dean of Student Services, who will



appoint a Grievance Committee, and supervise the grievance process.

### **Academic Grievance**

Before an academic grievance is filed, the student must first discuss and seek to resolve the issue with the instructor of the course and the appropriate Department Chairperson. If the matter cannot be resolved, the procedures outlined below should be followed:

1. A letter describing the nature of the complaint and all supporting documents should be submitted to the Dean of Academic Affairs, Dean of Student Services, and/or the Dean of Trades & Technology (TTD) when appropriate. These documents may be the course syllabus outline, evaluation procedures, exams with grades, term paper assignments with grades, quizzes or other pertinent supporting documents.  
The Dean of Student Services will call a meeting of all available parties involved (instructor, Department Chairperson, Dean of Student Services and Dean of Academic Affairs and/or the Dean of Trades & Technology (TTD) when appropriate) to review the submitted documents and find a possible solution.
2. If the matter remains unsolved, the Dean of Student Services will refer the submitted written grievance to the Grievance Committee (Dean of Student Services, Dean of Academic Affairs and/or the Dean of Institution of Trades & Technology (TTD) when appropriate, one administrator, one counselor, one faculty member and a student representative) for appropriate action and to schedule a hearing.
3. The Grievance Committee will notify the student in writing within three (3) working days of the hearing outcome. All recommendations made by the Grievance Committee are final.

### **Board of Retention and Dismissal**

Members of the Board will include the Dean of Student Services, Dean of Academic Affairs and/or the

Dean of Trades & Technology (TTD) when appropriate, one counselor, one faculty representative, and the SGA President or designee. The student has a right to present his/her case in person before the Board, and will be notified in writing of the Board's decision. Documentation of the Board's action becomes part of the student's permanent file. Students are not permitted to attend class while the case is pending.

Responsibilities of the Board of Retention and Dismissal are:

1. To study the case being considered for disciplinary action that may result in a student's dismissal from the College.
2. To decide the nature and gravity of the student's offense relative to the rest of the student body, the overall function and purpose of the College, the student's academic life and College regulations as stated in the Student Handbook and the College Catalog.
3. To decide whether the student will be retained or dismissed and whether such dismissal shall be temporary or permanent.

Actions to be taken by the Board of Retention and Dismissal after hearing a case:

1. Warning—Notification to a student that the continuation or repetition of a specific violation may result in serious disciplinary action.
2. Probation—Formal action placing conditions on the student's continued attendance in the College. Such notice will be given in writing and specify the period of probation and conditions.
3. Suspension – Suspended students will be placed on temporary dismissal from the College. Such notice will be given in writing, specifying the duration of the suspension and any specific conditions to be met before readmission into College.
4. Expulsion or Exclusion—Expulsion or exclusion is the indefinite or permanent dismissal from ASCC and termination of student status. The Board of Retention and Dismissal will take the final action on such cases, with overall supervision from the Dean of Student Services, No refund of tuition



and/or fees is granted for expulsion or exclusion cases.

Students may appeal an academic decision by a faculty member and/or a disciplinary action taken by a faculty member, the administration or by the Peer Review Council by submitting a written request to the Dean of Student Services.

The student may appeal decisions made by the Board of Retention and Dismissal to the ASCC President.

### **Student Appeals**

Students may appeal a disciplinary action taken against them by, submitting a written appeal to the Dean of Student Services, who will forward the request to an appointed ad-hoc Student – Faculty – Administration Appeal Board. The written appeal must be submitted within one week from the issuance of the disciplinary action/decision in question. The disciplinary action shall stand during the Appeal Board's deliberations on the submitted appeal. The Ad-Hoc Board's decision and/or recommendation are final.

### **Peer Review Council**

The council is made up of students selected by the Student Services Division at the beginning of each school year. The council will include two SGA representatives and two representatives selected at large.

### **Sexual Harassment**

ASCC does not condone sexual harassment by any student, instructor, supervisor, or employee. Sexual harassment may be manifested in, but is not limited to, the following forms:

1. Unwelcome sexual conduct, whether it is verbal or physical that interferes with another person's work performance or creates an intimidating, hostile, or offensive classroom or campus environment
2. Decisions affecting students (such as grades) made by an instructor or ASCC personnel

based on submission to/or rejection of sexual advances.

3. Submission to a sexual advance used as a condition of obtaining a particular grade, whether expressed in explicit or implicit terms.
4. Slurs, name calling, and other inappropriate and unwelcome comments and behavior based on the sexual orientation of students or faculty/staff.
5. Display in the classroom or on campus of sexually suggestive objects or pictures.

If any student feels subjected to sexual harassment he/she should report the incident to any Student Services Counselor at any time or specifically to the Dean of Student Services, Dean of Academic Affairs, Dean of Trades & Technology (TTD) when appropriate, or the Human Resources Director. The Student Grievance Committee will conduct an investigation into the allegations.

To the best extent possible, ASCC will attempt to keep the identity of the person(s) reporting the incident involving sexual harassment confidential.







# **INSTITUTIONAL DIVISIONS, PROGRAMS, and SERVICES**

## **Institutional Divisions**

- ❖ **Community and Natural Resources (Land Grant) Programs**
- ❖ **Office of Institutional Effectiveness (IE)**
- ❖ **Samoan Studies Institute (SSI)**
- ❖ **Library Learning Resources Center (LRC)**

## **Institutional Programs**

- ❖ **Adult Education Literacy and Extended Learning (AELEL)**
- ❖ **American Samoa Teacher Education Program (ASTEP)**
- ❖ **Army Reserve Officers Training Corps (ROTC)**
- ❖ **College Accelerated Preparatory Program (CAPP)**
- ❖ **Service Learning (SL)**
- ❖ **Small Business Development Center (SBDC)**
- ❖ **Student Support Services (SSS)**
- ❖ **University Center for Excellence on Developmental Disabilities (UCEDD)**

## **Institutional Informational Policies and Services**

- ❖ **ASCC General College Catalog**
- ❖ **ASCC Personnel Manual**
- ❖ **ASCC Student Handbook**
- ❖ **College Bookstore**
- ❖ **Food Services**
- ❖ **Health Services**
- ❖ **Lost and Found**



## INSTITUTIONAL DIVISIONS

### COMMUNITY AND NATURAL RESOURCES (CNR) / LAND GRANT PROGRAMS

In 1981, ASCC was designated a Land Grant College. Federal funds were provided to develop programs in agriculture, family and consumer sciences, 4-H youth development, and forestry. The three major components of the program are instruction, extension, and research.

#### *Instruction*

At ASCC, the post-secondary agricultural related educational programs are part of the Department of Agriculture Community and Natural Resources. Program offerings include the Associate of Science Degree in General Agriculture, Agribusiness, Family and Consumer Sciences and Natural Resources. The degrees are designed to prepare the students for on-island positions in these fields as well as for transfer to off-island schools.

#### *Extension*

The Cooperative Extension Service offers community-based educational programs and projects to enhance individual and group decision-making towards improved living. Extension works closely with farmers, homemakers, and youth as well as government and civic agencies. The extension agents use the research discoveries made by the research division to help improve the quality of life for individuals, and the community. Extension programs are offered in the following areas: Agriculture, Consumer Family Sciences, 4-H Youth, and Forestry.

#### *Agriculture Research*

The Hatch Act authorized by Congress in 1887, stipulates the establishment of agricultural experiment stations in connection with Land Grant colleges to conduct scientific investigations and experiments to provide practical and useful information in publishing bulletins or reports of progress. As a beneficiary of this Act, the Research Division of the ASCC Land Grant Program adheres to these guidelines. Furthermore, it tailors agricultural research specifically to the environment, economy, and culture of American Samoa.

The Research component is committed to applying rigorous scientific standards test traditional agricultural practices and those selected from worldwide literature for their efficacy under local conditions and sharing knowledge gained with the agricultural community at large. It strives to harmonize local needs and interest with the national agenda by working closely with the United States Department of Agriculture, sister Land Grant colleges, regional institutions, and local departments and agencies.

### INSTITUTIONAL EFFECTIVENESS (IE)

The mission of the Office of Institutional Effectiveness is to support the college by providing information necessary for improvement of academic programs and provision of administration services. The office is responsible for collecting data for research and evaluation. It is also responsible for analyzing and presenting results for program planning.

The functions of IE are as follows:

1. Planning, research and evaluation that help to improve institutional effectiveness and the achievement of student learning;
2. Public relations that help to provide the community with information about the College affairs, through newsletters, press releases and other media;
3. Collecting, editing, organizing and disseminating of College documents and reports to the College community and stakeholders that help to ensure a culture of evidence and accountability.

### LIBRARY / LEARNING RESOURCES CENTER (LRC)

The ASCC Library has a collection of approximately 40,000 volumes, along with the subscribed periodicals and computer database for student and faculty research. The library is designated as a federal depository library, and houses federal government publications. The library owns DVDs, CDs and audios, and videotapes for instructional purposes. The Follett Automation System is currently available at the ASCC Library.



Card catalog and Online Public Access Catalog (OPAC) provides information and easy access to the location of books. There are computers with Internet access and computer software for students and faculty.

The Teacher Education Resources Center (TERC) contains a growing collection of circulation books, sets of reference books, educational journals, and instructional videos. The room is equipped with computers that can access the Knowledge-Box software, an educational database resources for students enrolled in education courses.

The Special Collection Room houses research materials on Pacific Islands and Nations, Pacific journals, video and audio cassettes, rare books, as well as Samoan History information.

Books may be borrowed from Feleti Barstow Public Library via interlibrary loan and from the University of Hawaii Libraries and other libraries in the South Pacific region.

### **SAMOAN STUDIES INSTITUTE**

#### *Mission (Manulautī)*

The Samoan Studies Institute's mission is to ensure and promote the continuity of Samoan culture, traditions, language and heritage through an interdisciplinary, comprehensive educational approach that focuses on four major areas: (1) Academics (2) Community and Cultural Extension Programs (3) Research and Publication, and (4) Samoan Language Translation and Interpretation.

O le manulautī a le Ofisa o Aoaoga ma Suesuega Samoa, ia unaia ma faaauau tū ma aga, gagana ma le tofi o Samoa, ina ia faataua ai aoaoga i vaega e fa: (1) Aoaoga (2) Polokalama mo Alalafaga ma Faaso faaleaganuu (3) Suesuega ma Lomiga (4) Faaliliuga ma Faaugaga Faasamoa.

#### *Academics (Aoaoga)*

Samoan Studies Institute through its Samoan Studies Department, offers an Associate of Arts degree and a Certificate of Proficiency Program to prepare students for employment, to be knowledgeable in Samoan culture and skillful in Samoan Language. Additionally, Samoan Studies Institute works cooperatively with various ASCC academic departments and its trades

and technology institute towards the development and implementation of curricula that stimulates the study and understanding of issues relevant to Samoa and the Pacific. Every ASCC student is required to take at least three to four credits of Studies of Samoa and the Pacific designated courses. (Refer to Studies of Samoan and the Pacific's cluster of designated courses described under the Associate of Arts Degree Programs and Associate of Science Degree Programs section of this catalog).

E tauala atu i lana matagaluega o aoaoga, le tikeri ma le tusi pasi i suesuega Samoa, e tapena ai le tagata aoga mo galuega, malamalama ma agavaa faasamoa. E le gata i lea, e galulue so'oso'otau'au le Ofisa o Aoaoga ma Suesuega Samoa ma matagaluega eseese i totonu o le Kolisi, e atiinae ma faatino mataupu e tutupu ai manatu ma lagona, ia faia suesuega mo le malamalama i mataupu e talafeagai ma Samoa ma le Pasefika. E tatau ona tauave mataupu togipau e tolu pe fa mai vasega ua faapitoa mo Samoa ma le Pasefika.

#### *Community and Culture Extension Programs (Polokalama mo Alalafaga ma Faaso Faaleaganuu)*

Community and cultural extension programs are to reinforce partnerships between the college and government agencies, non-government agencies; and for the Samoan Studies Institute to conduct workshops and presentations that promote cultural studies. ASCC students are encouraged to participate in community and cultural extension programs offered throughout the year at designated locations.







These are general extra-curricular activities to promote and increase knowledge, understanding and skills in any aspect of the Samoan culture through hands-on learning.

Ua tuu faatasia polokalama ma faasoa faaleaganuu mo alalafaga ina ia faamautū ai le galulue faapaaga o le Kolisi ma ofisa o le mālō, ofisa tumaoti ma faatulaga ai foi e le ofisa aoaoga ma folasaga, e faataua ai suesuega tau le aganuu. E unaia tagata aooga o le Kolisi e auai i ia polokalama i tausaga taitasi, i nofoaga ua faatulagaina.

*Research and Publication (Su'esu'ega ma Lomiga)*

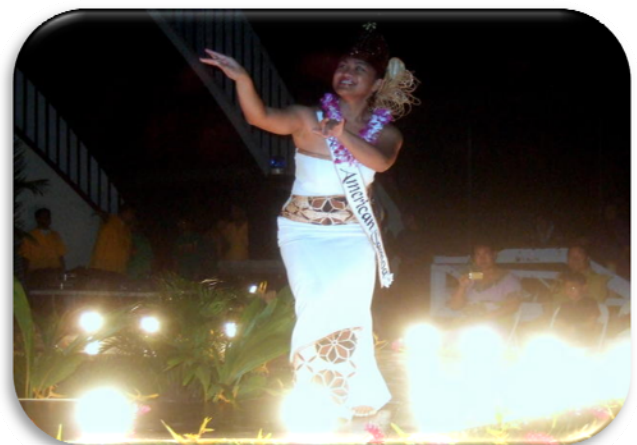
The Samoan Studies Institute research component maintains an active research program which includes fieldwork and documentation as well as archival research and collections. Research and publications may focus on such topics as both written and oral history, legends, indigenous art forms, music, language, geography, natural resources and archaeology, anthropology, political science, current affairs, and/or other relevant topics. The purpose of this research is to collect, develop and publish materials on Samoa that will enhance and maintain Samoan and Pacific Studies designated courses and programs. The Media Directory, which is a collection of numerous video clips and DVD's of Samoa and the Pacific, are available on the College website.

O lo o tauave e le vaega o suesuega a le ofisa se polokalama faaauau, e aofia ai galuega i nuu atoa ai ma suesuega ma le aoina mai o faamaumauga ua tuu faatasia o le tuanai. E mafai ona faapitoa suesuega i autu e pei o tala tusitusia ma tala tuugutu, tala o le vavau, faatufugaga faaatasi a Samoa, musika, gagana, mataupu o le siosiomaga, alagaoa faalenatura ma le sailiga o le tuanai e ala atu i talaeli, suesuega o aganuu, upufai o mālō, mataupu o lenei vaitau ma isi autu talafeagai. O le faamoemoe o nei sailiiliga o le aoina, atina'e ma lomiga faamaumauga e faatatau ia Samoa, ina ia oa ma tumau mataupu a Samoa ma le Pasefika. O lo o i luga o le uepaga o tafailagi a le Kolosi Tuufatasi le lomiga e faailoa atu ai ata pu'e ma ata faatifaga e faatatau ia Samoa ma le Pasefika.

*Samoan Language Translations and Interpretations (Faaliliuga ma Faauigaga Faasamoa)*

Samoan Studies Institute provides translation and interpretation services for Samoan and English languages for government and non-government agencies, local and off island communities. Students majoring in Samoan Studies are encouraged to participate in these office projects for professional and life experiences.

O lo o ofo atu e le Ofisa o Aoaoga ma Suesuega Samoa se auunaga faaliliu ma faauiga i le gagana Peretania ma le gagana Samoa mo ofisa o le mālō, ma ofisa tumaoti, alalafaga i le lotoifale atoa ai ma atunuu mamao. E unaia tagata aooga o lo o aveva ma a latou mataupu autu Suesuega ma Aoaoga Samoa ia auai i nei galuega mo le pototo masani







## INSTITUTIONAL PROGRAMS

### ADULT EDUCATION LITERACY AND EXTENDED LEARNING (AELEL)

The American Samoa Community College Division of Adult Education Literacy and Extended Learning is designed to fulfill the College's mission of making educational services available to the non-traditional student population of American Samoa by offering credit and non-credit courses. Continuing Education courses provide development improvement and advancement of specific and general work-related skills.

#### *Adult Basic Education (ABE)*

Adult Basic Education provides instruction in the basic academic areas of Mathematics and English as college preparatory courses and for occupational skills. Courses range from English literacy to government, health and consumer economics. Classes are offered on the ASCC campus as well as work sites, villages and other convenient locations. ABE courses are advertised in the local media and with the ASCC Schedule of Course Offerings for each semester.

A General Education Diploma (GED) preparatory instruction program is provided at no charge to any student who has not graduated from high school and who is at least sixteen (16) years of age. Students are taught the basic skills necessary to sit the GED.

Examinations in the following areas: Writing/Essay Skills, Science, Social Sciences, Reading Skills and Mathematics. A student must be at least 18 years old to sit the GED Exams in American Samoa.

The GED Examination is a nationally written and administered battery tests designated to measure high school education. The Testing and Evaluation Division of the American Samoa Government Department of Education administer the examination at regular intervals. Upon successful completion of the tests, the American Samoa Department of Education awards a high school diploma to the student.

### *Registration, Tuition and Fees*

While a few limited enrollment classes require prior registration, it is possible to enroll in most Continuing Education courses by attending the first class session. Students must be at least 16 years of age (high school student must receive permission from their schools/parents) and provide Social Security numbers and immigration status/clearance, at the time of registration. Adult Education classes are provided at no cost. Community Service classes are \$35.00 per class.

### *Continuing Education Courses (Extended Learning)*

In most cases, students in Continuing Education courses earn Continuing Education Units (CEUs) which cannot be counted towards a college degree. However, if a specific course meets the same academic requirements as a college credit course, the student may petition the Dean of Academic Affairs and when appropriate the Dean of Trades and Technology Division for permission to use CEUs as transfer credit, provided all other transfer requirements are met.

A Continuing Education Unit (CEU) is defined as **“ten contact hours of participation in an organized Continuing Education, adult or extension experience under the supervision of a qualified instructor.”** The CEU should not be interpreted as a substitute for college credit, rather, a means of recording and reporting the Continuing Education activities achieved by an individual.

Certificates of Completion are awarded to all individuals who successfully complete Continuing Education courses.

Continuing Education activities may have a direct impact on current and future employment and should be included on resumes and/or applications for employment or promotion. Students may obtain copies of transcripts of Continuing Education activities by contacting the State Director of Adult Education Literacy and Extended Learning.



### AMERICAN SAMOA TEACHER EDUCATION PROGRAM (ASTEP)

The American Samoa Teacher Education Program (ASTEP) is developed jointly by American Samoa Community College (ASCC) and American Samoa Department of Education (ASDOE). ASTEP provides training for in-service public and private school teachers by initiating and implementing staff-development activities and offering courses to meet the following:

1. Lower-level coursework that has been articulated by the University of Hawaii's Territorial Teachers Training Assistance Program (UHTTTAP) or any other college/university approved by ASDOE, Bachelor of Education Program;
2. Approved teacher certification courses for in-service teachers; and,
3. Associate of Arts courses required for in-service teachers and general education courses for strengthening teaching skills and content knowledge.

Students interested in the teaching profession are encouraged to contact the ASTEP Office for more information about the program, program requirements, curriculum, and scholarship opportunities.

### ARMY RESERVE OFFICERS TRAINING CORPS (ROTC)

The American Samoa Community College is a partnership school with the University of Hawaii Army ROTC program. The program offers **elective credit** towards an associate's or bachelor's degree. The Army ROTC program does not lead to any degree in Military Science. Academic performance in core curriculum should be the main focus of cadets. The Army ROTC Basic Course consists of four distinct semesters; the Basic Course is structured as a single, progressive course. Upon successful completion of the Basic Course cadets may transfer 12 credits to one of the 273 Universities throughout the United States offering a commission in the United States Army as a Second Lieutenant.

Cadets must be pursuing an associate's degree in any of the majors offered at American Samoa Community

College. Cadets must meet the U.S. citizenship and the Army physical fitness requirements to contract and enroll in the Advanced Course at one of the 273 ROTC universities. The Advanced Course is the third and fourth year of instruction, which is not offered at American Samoa Community College. Scholarships are available to students transferring to one of the 273 Universities offering ROTC. Transfer students may be offered if qualified four-three or two-year scholarships depending on their academic alignment. It is imperative that applicants become a naturalized U.S. citizen to qualify for these scholarships.

### COLLEGE ACCELERATED PREPARATORY PROGRAM (CAPP)

The College Accelerated Preparatory Program (CAPP) is a special admissions program for selected students who do not meet current "college level" admissions requirements but who still show the potential to succeed in college.

#### Admission into CAPP

New Students entering ASCC with Placement Testing results or scores from the SAT or TOEFL or ACT indicating their English and Math scores are within the developmental English and Math will be placed in College Accelerated Preparatory Program (CAPP). Upon successful completion of required CAPP courses the student can exit the program and will be re-classified as an in-coming ASCC Freshman college level student.

A CAPP student is allowed a certain time period to successfully complete and exit from the program. If the student is not able to complete the program within the required timeframe, they are placed on Academic suspension until the following semester where the student may be readmitted into the program. The CAPP Director has the final decision for Admission into the program.

#### CAPP Courses

The courses in CAPP address reading, writing, and mathematics to prepare students for college level course work. The results from the SAT or ACT or



TOEFL scores, or placement test will determine the English and Math courses required to complete the program.

### Reading Courses:

- ENG 70 Beginning Reading (3 Credits)  
 ENG 80 Intermediate Reading (3 Credits)  
 ENG 90 Advanced Reading (3 Credits)

### Writing Courses:

- ENG 71 Beginning Writing (3 Credits)  
 ENG 81 Intermediate Writing (3 Credits)  
 ENG 91 Advanced Writing (3 Credits)

### Mathematic Courses:

- MAT 80 Beginning Algebra (4 Credits)  
 MAT 90 Elementary Algebra (4 Credits)

### CAPP Learning Outcomes

#### I. Reading, Speaking and Writing Outcomes:

1. Actively listen and engage in individual or group discussions and conversations
2. Engage in conversational styles, forms and sound or English
3. Identify and apply basic college reading skills to describe, interpret, summarize and make analytical judgments in reading selections.
4. Apply the basic steps of the writing process to write well-structured sentences, paragraphs and essays using critical thinking skills
5. Participate in learning activities using technology and service learning.

#### II. Mathematics Outcomes:

1. Develop a general understanding of basic operations of real numbers and algebraic expressions to gain a solid foundation of basic mathematical concepts.
2. Develop and demonstrate basic computational skills in arithmetic and elementary algebra necessary to be successful in a college level math.

3. Demonstrate the ability to read, interpret, and construct tables, basic graphs, and linear equations.
4. Use technology to practice, solve, and verify basic arithmetic problems and linear equations.

### SMALL BUSINESS DEVELOPMENT CENTER (SBDC)

The American Samoa Small Business Development Center at American Samoa Community College is to coordinate educational resources and provide services to develop, support and strengthen the viability of the local small business community and improve overall business success rate in American Samoa. To this end, the SBDC helps new business start-ups achieve entry into the marketplace and provides assistance to established businesses so they may become more efficient and competitive in the marketplace.

### *GOALS*

1. Provide individual counseling to individuals who have small businesses, and individuals who want to start small businesses.
1. Offer Next Level courses for entrepreneurs, business start-ups, micro- entrepreneurship and Agricultural entrepreneurs.

### STUDENT SUPPORT SERVICES (SSS)

The Student Support Services (SSS) Program offers services to 200 participants from the English Language Institutes (ELI). SSS provides opportunities for academic development, assists students with basic college requirements, and motivates students toward the successful completion of their postsecondary education.

The goal of SSS is to increase the college retention and graduation rates of its participants and facilitate the process of transition from one level of higher education to the next.

The SSS program must provide:

1. Academic tutoring, which may include instruction in reading, writing, study skills, mathematics, science, and other subjects
2. Advice and assistance in postsecondary course selection



3. Assistance with information on both the full range of student financial aid programs, benefits and resources for locating public and private scholarships
4. Assistance in completing financial aid applications
5. Education or counseling services designed to improve the financial and economic literacy
6. Support in applying for admission to graduate and professional programs
7. Assistance in applying for admission to, and obtaining financial assistance for enrollment in four-year programs.

The SSS program may also provide:

1. Individualized counseling for personal, career, and academic information.
2. Activities and instruction designed to acquaint students with career options.
3. Exposure to cultural events and academic programs not usually available to participants
4. Mentoring programs, securing temporary housing during breaks for students who are homeless youths and students who are in foster care or are aging out of the foster care system.

### **UNIVERSITY CENTER FOR EXCELLENCE ON DEVELOPMENTAL DISABILITIES (UCEDD)**

The University Center for Excellence on Developmental Disabilities (UCEDD) is an interdisciplinary education, research and public service component of the American Samoa Community College that engages in the following core functions:

1. Interdisciplinary pre-service preparation and continuing education of students and fellows, which may include the preparation and continuing education of leadership, direct service, clinical or personnel to strengthen and increase the capacity of the territory and community;
2. Community service that provide training and technical assistance for individuals with developmental disabilities, their families, professionals, paraprofessionals, policy-makers, students and other members of the community;
3. Conduct research and evaluation, analysis of public policy in areas that affect or could affect

- positively or negatively individuals with developmental disabilities and their families; and,
4. Dissemination of information.

The UCEDD addresses the core functions directly or indirectly with one or more following area of emphasis: quality assurance activities, education activities and early intervention activities, child care-related activities, health-related activities, employment-related activities, housing-related activities, transportation-related activities, recreation-related activities, and other services available or offered to individuals in a community, including formal and informal community supports, that affect their quality of life.

## **INSTITUTIONAL SERVICES**

### **Publications**

#### ***ASCC General College Catalog***

The American Samoa Community College publishes an updated College catalog every two years. The catalog provides general information about the College, specific information about available programs and services, and is the students' guide to certificate and degree requirements. The production of the ASCC General College Catalog is under the supervision of the Dean of Academic Affairs and the Curriculum Committee. The ASCC catalog can be found online at [www.amsamoa.edu](http://www.amsamoa.edu) or is available for purchase at the ASCC Le Bookstore.

#### ***ASCC Personnel Manual***

The ASCC Personnel Manual outlines personnel policies governing all College administrative and general provisions.

#### ***ASCC Student Handbook***

The Student Government Association (SGA), under the supervision of the Dean of Student Services and the Student Government Advisor publishes this general information booklet for the student each year. It contains information about student services, college policies and procedures, the activities and events calendar, the Student Government Constitution,





financial aid and other information needed to help students adjust to College life.

### **College Bookstore**

Students may purchase all required instructional materials (unless stated otherwise in the syllabus), books, school supplies, art supplies and trade tools at the ASCC Bookstore during normal business hours.

The ASCC Bookstore carries textbooks, school supplies, catalog, and ASCC t-shirts. The Bookstore is open from 8:00 a.m. to 4:00 p.m. Monday through Friday.

### **Food Services**

A variety of nutritious hot plate lunches, sandwiches, and beverages can be purchased at the ASCC Cafeteria (located in the lower campus area) for a reasonable price.

### **Lost and Found**

Lost and found articles are to be turned in to the Office of Student Services or campus security. Reasonable description of lost items must be given to the Campus Security in order to retrieve lost articles.

### **Health Services**

The American Samoa Community College provides emergency health services and minor care only. Faculty and staff, who are certified in Cardiopulmonary Resuscitation (CPR) and use of the Automated External Defibrillator (AED) provide emergency services while awaiting Emergency Medical Services (EMS). Minor cases are treated and referred to the Tafuna Health Center or LBJ Tropical Medical Center in the village of Fagaalu.



# ACADEMIC INFORMATION

- ❖ **Academic Policies and Procedures**
- ❖ **Academic Information**
- ❖ **Admission**
- ❖ **College Credit Equivalency Program**
- ❖ **The Family Educational Rights and Privacy Act  
(FERPA)**
- ❖ **Financial Aid**
- ❖ **Graduation Requirements**
- ❖ **Registration and Records**
- ❖ **Transfer Credits to Private and Off-Island Colleges  
and Universities**
- ❖ **Tuition and Fees**



## ADMISSION

Admission is open to all that can benefit from instruction at American Samoa Community College (ASCC) provided they meet the following conditions:

1. The student is a legal resident of American Samoa, and
2. Student is at least 18 years of age or
3. Student is a high school graduate or
4. Student is a General Education Diploma (GED) recipient or
5. Student bears a U.S. Military Form DD214 or
6. Student bears a Secondary School Certificate if entering from a British system or,
7. The student is admitted under the Early Admissions Program.

### Application for Admission

An application for admission must be completed by each candidate seeking admission to any course for credit or program offered. Admission application forms may be obtained from:

Admissions Office  
 American Samoa Community College  
 P.O. Box 2609  
 Pago Pago, AS96799  
 Telephone: (684)699-9155, ext. 411/412  
 Fax: (684)699-1083  
 E-mail: [admissions@amsamoa.edu](mailto:admissions@amsamoa.edu)  
 Website: [www.amsamoa.edu](http://www.amsamoa.edu)

### Admission Procedures

Prospective students should submit a completed Admissions Application to the Admissions and Records Office prior to registration along with the required documents. Copies of all documents will be made and the originals are returned to the student. No fee is required.

#### RESIDENT STUDENTS:

1. Fill out the admission application and submit copies of the following documents
  1. Passport or Birth Certificate
    - a. If you are providing your birth certificate, then an American Samoa Government identification card is required.
  2. Social Security Card

3. Applicants under the age of 18 must submit
  1. High school diploma, or
  2. General Education Diploma (GED) or
  3. Secondary School Certificate if entering from British system, or
  4. U.S. Military Form DD214

#### NON-RESIDENT STUDENTS:

1. Fill out the admission application and submit copies of the following documents:
  1. Passport or Birth Certificate
  2. Social Security Card (if any)
  3. Alien Registration Identification Card
    - a. From A.S. Immigration Office AND
  4. Immigration Board Authorization
    - a. Document (authorization to attend ASCC)
2. Applicants UNDER the AGE of 18 must submit
  1. High School Diploma or
  2. General Education Diploma (GED) or
  3. Secondary School Certificate if entering from the British System, or
  4. U.S. Military Form DD214
3. Transfer students (or any student requesting credit for courses taken at another institution) should request that all prior institutions send an official transcript directly to the ASCC Admissions and Records Office. See *Credit for Transfer Courses* on page 49.

Unclassified students are students taking undergraduate courses at ASCC, but are not seeking a degree. These individuals should follow the regular Admission policies and procedures. Please note that non-degree seeking students are not eligible for financial aid. Unclassified students are limited to one class per regular semester or summer session. Application for change to classified status must be made upon the accumulation of a total of 15 credits. All other cases must be approved by the Dean of Academic Affairs and/or the Dean of Trades and Technology Division (TTD) when appropriate.





### **Early Admission Policy**

High school students entering their Junior year as well as Seniors may be admitted early to ASCC and register for the summer sessions.

Students are limited in the number of courses they may take. The courses must meet the required pre-requisites. Test scores such as the ASCC Placement, SAT, TOEFL, or ACT are required for English and Math placement. Summer session students will be limited to two classes.

Required documents for early admission will include the following:

1. A letter initiated and signed by the high school principal or the counselor.
2. A letter of consent from the parent or legal guardian.
3. High school transcript with a GPA of 3.00.

ASCC will only allow admission of high school students entering their senior year during the fall and spring semesters. Students will be limited to one class per semester.

### **Placement Tests**

All new students are required to take the placement tests in Math and English. The TOEFL exam may be used for English placement, but must have been taken within 12 months prior to the date of application for admission. Current SAT or ACT examination scores may be used for placement. It is the responsibility of the student to either sit the ASCC Placement Test or provide alternate test scores prior to registering for classes. Refer to the *Testing Fees* section for placement test fees.

Students who have graduated or transferred from an accredited college or university, and have provided official copies of transcripts, may have the placement test waived by the Admissions and Records Office. The SAT and ACT tests are administered by the American Samoa Department of Education. The TOEFL exam is administered by the LBJ Sylvan Testing Center. Students interested in taking one of these tests should contact the appropriate testing center.

### **Testing Fees**

ASCC placement tests in Math and English are administered together as one test. However, special programs may require only Math or English testing; the fees remain the same. Testing dates and times are available from the Admissions and Records Office and are published locally prior to registration. Refer to the *Academic Calendar* for dates. Testing fees are subject to change.

Scheduled Test:	\$10.00
Late Test:	\$20.00
Unscheduled Test:	\$30.00

### **Residency Requirements**

Non-U.S. Citizens or Non-U.S. Nationals are required to provide a current American Samoa Government (ASG) Immigration Board Authorization and a valid identification. Regular admissions procedures apply.

Additionally, a non-U.S. Citizen/National can apply for "American Samoa Residency Tuition Status" if the student has resided in the Territory of American Samoa for FIVE consecutive years prior to applying for admission. Application for AS Residency Tuition Status is available at the Admissions and Records office. Supporting documents must be submitted along with the application. Tuition and Fees for non-US Citizens/Nationals are listed under the *Tuition & Fees* section on page 39.

### **Phi Theta Kappa Society**

The Alpha Epsilon Mu Chapter of the Phi Theta Kappa (PTK), the international community/junior college honor society, is open to all ASCC continuing and transfer students. Students, who have completed twelve (12) or more credits, have a 3.5 cumulative GPA, passed ENG 150 and ENG 151 and MAT 90 are eligible for member ships. PTK members are eligible for special scholarships.





## REGISTRATION & RECORDS

### Student Credit Load

#### *Semester Enrollment Status*

A **Full-Time Student** is classified as enrolled in 12 or more credits

A **Three-Quarter Time Student** is classified as enrolled in 9-11 credits

A **Half-Time Student** is classified as enrolled in 6-8 credits

A **Less Than Half-Time Student** is classified as enrolled in 0-5 credits

A student who wishes to enroll in seventeen (17) and no more than twenty-one (21) credits must have a CGPA of 3.50 or higher, completed ENG 150, ENG 151, and MAT 151 and the approval of the Dean of Academic Affairs.

#### *Summer Session Enrollment Status*

A **Full-time student** is classified as enrolled in six (6) or more credits

A student who wishes to enroll in seven (7) and no more than ten (10) total credits in the Summer term must have a GPA of 3.50 or higher, completed ENG 150, ENG 151, and MAT 151 and the approval of the Dean of Academic Affairs.

### Student Classification

**Classified** students follow a declared, organized program of study leading to a degree and are subject to regulations and requirements of the program of study.

**Unclassified** students are non-degree-seeking students and are not candidates for a degree, although registered for credit.

**Auditors** are qualified students who are permitted to attend classes with the written permission of the instructor. Auditors receive no credit and may participate in class discussions only with prior permission of instructors.

**Freshmen** are those who have completed less than 30 semester credits.

**Sophomores** are those who have completed 30 or more semester credits.

### Student Status

**Continuing** A student who is seeking a degree or certificate, and has been enrolled in classes during the previous semester.

**Inactive** A former student that is not currently enrolled at ASCC.

**New** A new, degree-seeking student, and has never been enrolled at ASCC and, has completed the admissions process.

**Returning** A student defined as a former degree-seeking student, who has not been enrolled for one or more semesters. Returning students are required to update their admissions file before registration. They must follow the same admissions and registration guidelines as new students.

### Student Academic Entry Policy (Starting Summer 2012)

Students placed in developmental courses must complete all developmental English and Math prior to enrolling in college level courses:

*ENG 70, ENG 71, ENG 80, ENG 81, ENG 90, ENG 91, MAT 80 and MAT 90*

Students placed in college level English and Math will follow General Education requirements:

*ENG 150 & ENG151 and MAT 151 or higher*





### **Prerequisite Courses**

Prerequisites are required courses to be taken before entry into more advanced courses (see course descriptions). For example, most courses numbered 150 and above require the completion of ENG 90 as a prerequisite. Course prerequisites are specifically identified in the course description section of the catalog. For many classes, a grade of “C” or better is required. Students are encouraged to consult their academic advisors regarding course prerequisites and proper course sequencing in the student’s selected fields of study.

If a student enrolls in a class and does not meet the course prerequisite, they will be administratively dropped from the class. Refer to the *Administrative Drop* policy on page 36 for more information.

### **Auditing Courses**

Auditors must complete all admission and registration requirements and procedures, including payment of tuition and fees. Students are permitted to audit classes with the written approval of the instructor. Students who audit a course may attend classes, take part in class discussion and activities, and take quizzes/ or examinations on a voluntary basis. An “AU” grade will be entered on the transcript with no credit given. Audited courses cannot be changed to a credit course without the approval of the instructor. Schedule changes to audit a course or to receive credit for a course cannot be made after the six weeks of instruction.

### **Registration**

Registration for new students is conducted during the week prior to the beginning of instruction. Priority registration is open to continuing students in good academic standing with a cumulative GPA of 2.00 and above and is held before the end of each semester.

### **Late Registration**

Students registering after the regularly scheduled registration period are required to pay the late registration fee.

### **Changes in Registration**

#### ***Adds and Drops***

Adding or dropping a course is official only after the student has completed and submitted an Add/Drop Form to the Admissions and Records Office, and has paid the required fee(s) to the Business and Finance Office.

In order to add/drop a course, a student must pick up the form from the Admissions and Records Office. See *Tuition and Fees* section on charges. Classes dropped during the Add/Drop Period are not reflected in the student’s transcript or permanent record.

Following the Add/Drop Period is the Drop Only Period. Students may only drop classes at this time. The same \$5.00 fee applies.

At the end of the priority registration period for continuing students there is a scheduled Early Add and Drop Period. Please refer to the *Academic Calendar* for the add/drop, drop only and early add/drop deadlines for each semester or term. Refer to the *ASCC Refund Policy* also for the percentage of refundable tuition.





### **Administrative Drop**

An administrative drop is a drop from a class that is not initiated by the student and is not reflected in the student's transcript or permanent record. An administrative drop is initiated for one of the following conditions:

1. Students with excessive absences during the first two weeks of instruction.
2. Initiated by the Admissions & Records Office in consultation with and approval of the instructor.

If a student fails to follow attendance, pre-requisite, or textbook policies the instructor MAY initiate an administrative drop.

### **Withdrawals**

#### ***Class Withdrawal***

In order to withdraw from class(es), a student must pick up the withdrawal form from the Admissions 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 a class without academic penalty during the first 60% of that course's term and receive a grade of "W" (refer to the *Academic Calendar*). After this date, the student who withdraws will receive a grade of "W/F", or "W/NP" for developmental course(s). See *Tuition and Fees* section on applied charges.

#### ***Complete 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 completely withdraw before the ninth week of instruction will receive a "W" for each of the 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. (Please refer to the *Academic Calendar* for the specific dates).

#### ***Unofficial Withdrawal***

It is the responsibility of the student to complete the process of withdrawing from a 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".

#### **Grade Report**

Students may receive their final grade report each semester from the Admissions and Records Office during the semester or term interim. Questions about a particular grade should be addressed to the instructor. Any suspected error in the grade report should be reported to the Admissions and Records Office as soon as possible after receiving the report. The time limit for any grade change is within the first six weeks of the subsequent semester or term in which the original grade was given. Grade conflicts can also be settled through the grievance process. (See section on *Grievance Policy*).







### Transcripts

To ensure accuracy, transcript request may take up to four weeks to process. Transcripts are processed on a first-come, first-served basis. Please apply early to allow sufficient time to process your transcript.

Note that transcript requests **will not be taken or processed** during general registration and add/drop periods.

See “Transcript Request Form” for transcript fees. The fee may be paid by check or cash if in person. Off-island requests must be paid by a money order or certified check. No off-island personal checks will be accepted.

**Note that most institutions will only accept an official transcript that is sent directly from ASCC.**

To request your transcript in person:

1. Pick up transcript request form from the Admission and Records Office.
2. Make the appropriate payment to the Business and Finance Office.
3. Submit the payment receipt and the completed form to the Admissions and Records Office. Request will then be logged in and handled on a first-come, first-served basis.

If a student is unable to apply in person:

1. Fax or mail a request to the Admissions and Records Office, giving permission to release your transcript. Please include your signature. The signature is required before processing begin. No exceptions will be made to this policy.
2. Please state the name of any person authorized to pick up your transcript. If the name is not authorized by you in your letter, then the transcript cannot be released. No exceptions will be made to this policy.
3. Make payment arrangements through the Business and Finance Office.
4. Your request will be logged in and handled on a first-come, first-served basis

### Transcript Record Holds

Official transcripts and other student's records at ASCC will not be released to the student or to any other person or institution until:

1. All the student's outstanding financial obligations have been paid or until satisfactory arrangements have been made,

OR

2. Special conditions of a disciplinary nature have been met.

These obligations include, but are not limited to outstanding tuition and fees, library books, etc.







## ACADEMIC INFORMATION

### Developmental Course Work

Students who do not meet the placement test score requirements for college freshman level courses will be limited to enrollment in developmental courses until their academic proficiency in Math and English is raised to an acceptable level. Students failing to enroll in the required developmental courses as assigned will be denied enrollment in regular ASCC college level courses. Students that fail to follow the proper course prerequisites will be subject to the Administrative Drop Policy. Refer to sections on *Administrative Drop* and *Prerequisites Courses*. Refer to pg. 32 Prerequisites on *Development level courses*.

### Exception Policy

Admissions and Records Office deadlines, policies and procedures are strictly enforced. If a student has an extenuating circumstance requiring an exception to any deadline, policy or procedure, that student may file a request for exception. To file for an exception:

1. The student must submit a petition in writing to the appropriate Instructional Department Chairperson (for registration this would be the advisor's department chairperson.) Once the Instructional Department Chairperson forwards a request for exception to the Registrar's Office, the student must pay a \$25.00 non-refundable processing fee.
2. The student's Exception Request will be reviewed for approval or disapproval by a committee comprised of the following: Dean of Student Services; Registrar; and the Instructional Department Chairperson. Each member may appoint a representative to the review committee in his/her absence.
3. The student will be informed of the committee's decision within five (5) working days from the official processing date identified by the Registrar's Office.
4. Exception cases that have not been finalized within five (5) working days period will automatically be rendered approved.

5. Only after all the approvals are granted can the Exception Request be processed. All supporting documents will be filed in the student's record.

Students may only file three (3) exception requests during their academic careers.

### Schedule of Courses

An official schedule of courses provides information of all courses offered, titles, times, days, credits and instructors for a particular semester. Schedules are published and posted before the registration dates by the office of the Dean of Academic Affairs. These schedules may be obtained from the Registrar's office or the office of the Dean of Academic Affairs. Official class schedules are also advertised in the local newspapers prior to registration.

### Textbook Policy

Students are required to purchase textbooks, workbooks, and other instructional materials designed for course(s) they are enrolled in. Textbook costs vary from course to course. Every student must have the required materials identified in the current syllabus of the course(s) in which they are officially enrolled in by the end of the first week of instruction. Students' failure to provide their instructors proof of this requirement will result in an immediate recommendation by the instructor to drop the course(s). If the student does not drop the course or purchase the required materials, then the instructor may initiate an administrative drop. (Please refer to the section on *Administrative Drop* for more details.)

### Instructional Fees

Instructional fees may be charged by departments to cover additional costs of materials/resources for instruction. Instructional fees shall not exceed one hundred dollars per course and shall be announced and published by the College prior to enrollment. Fees are calculated into the student's final costs.

### Technology Fee

All ASCC students are required to pay a technology fee of \$5.00 per credit at the time of registration (this includes late registration). Failure to pay will result in



denial of admission to ASCC. This fee provides for student access to current computer hardware and software, student network security, and the management of student technology resources and supplies. There is no distinction made between resident and non-resident students. Refunds for the technology will be in accordance with the ASCC tuition refund policy.

## TUITION & FEES

### Tuition cost per credit:

Fall 2012	\$105.00 Resident
	\$115.00 Non-Resident
Fall 2013	\$110.00 Resident
	\$120.00 Non-Resident

*Refer to "Residency Requirements" on page 32 for residency qualification.*

### Student Records Fees:

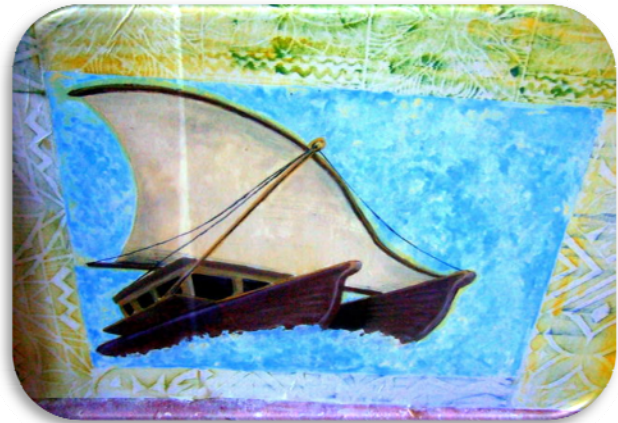
Student Activity Fee	\$15.00
Registration	\$35.00
<i>Total Registration Fee:</i>	\$50.00 (non-refundable)
Late Registration:	\$70.00 (non-refundable)
Add/ Drop/ Withdrawal:	\$5.00
Evaluation of Credits:	\$10.00
<b>(Includes transfer of military credits and job/life experience)</b>	
Student Copy of Transcript:	\$2.50 per student copy
Official Transcript:	\$5.00 per official copy
Technology Fee:	\$5.00 per credit
Independent Study:	\$25.00
Complete Withdrawal from ASCC:	\$10.00 per student
Exception Policy Fee	\$25.00

	(non-refundable)
Dishonored Check Fee	\$30.00 per check (non-refundable)

Graduation Fees	\$100.00*
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\* If for any reason the student does not graduate during the semester the graduation application is intended, no refund will be given but fees will be carried (except for the diploma fee) over for the semester the student actually graduates.

An additional \$25.00 will be charged for ordering an additional diploma for the semester the student actually graduates.





### **Laboratory Fees**

#### Agriculture Community and Natural Resources

AGR 250	\$15.00
NRS 180	\$15.00
NRS 200	\$15.00

#### Art, Drama and Music

ART 160	\$25.00
ART 161	\$25.00
ART 165	\$25.00
ART 170	\$25.00
ART 171	\$25.00
ART 172	\$25.00
ART 180	\$25.00
DRA 150	\$25.00
MUS 150	\$25.00
MUS 151	\$25.00
MUS 180	\$25.00
MUS 170	\$25.00

#### Business

BUS 150	\$15.00
BUS 220	\$15.00
ACC 152A	\$15.00
ACC 220	\$15.00

#### Health and Human Services / Social Sciences

ANT 160	\$15.00
GEO 150	\$15.00
GEO 160	\$15.00
GEO 161	\$15.00

#### Nursing

All Nursing Courses \$45.00

#### Samoan and Pacific Studies

SAM 151	\$15.00
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#### Science

BIO 150	\$25.00
BIO 155	\$25.00
BIO 180	\$25.00
BIO 181	\$25.00
BIO 250	\$25.00
BIO 251	\$25.00
BIO 255	\$25.00
CHM 150	\$25.00

CHM 151	\$25.00
MSC 150	\$25.00
MSC 155	\$25.00
MSC 160	\$25.00
MSC 170	\$25.00
MSC 270	\$25.00
MSC 280	\$25.00
PHSCI 150	\$25.00
PHY 151	\$25.00
PHY 152	\$25.00

#### Trades and Technology

ABR 150	\$15.00
ABR 210	\$15.00
ADT 150	\$15.00
ADT 230	\$15.00
ADT 250	\$15.00
ADT 251	\$15.00
ADT 280	\$15.00
CET 150	\$15.00
ELE 150	\$15.00
ELE 170	\$15.00
ELE 201	\$15.00
ELE 202	\$15.00
ICT 150	\$15.00
ICT 155	\$15.00
ICT 161	\$15.00
ICT 170	\$15.00

#### Physical Education

PED 150	\$25.00
PED 151	\$25.00
PED 152	\$25.00
PED 153	\$25.00
PED 154	\$45.00
PED 155	\$25.00
PED 156	\$45.00
PED 170	\$25.00

### **ASCC Refund Policy**

Tuition refunds will be issued for student schedule changes as follows:

1 <sup>st</sup> Week of Instruction	100% Tuition Refund
2 <sup>nd</sup> Week of Instruction	50% Tuition Refund
3 <sup>rd</sup> Week of Instruction	25% Tuition Refund
4 <sup>th</sup> Week of Instruction	0% Tuition Refund



## FINANCIAL AID

### **Federal Student Aid (FSA) Program**

Student aid is money provided by the federal government or another entity, such as a school or a state government, to help students pay for college or trade school. The U.S. Department of Education's federal student aid programs represent a substantial federal commitment to provide financial assistance for post-secondary students.

While financing of education is primarily the responsibility of the student, the federal government can help pay for college. A student must demonstrate financial need to be eligible. Financial aid is made available when the family's resources are not enough to meet their educational expenses.

The federal government defines a student's "financial need" as the difference between the school's Cost Of Attendance (COA) and the student's Expected Family Contribution (ECF). Based on the family's income, size, and number in college, as well as other factors, the EFC is the amount of money the student and family are expected to contribute towards the student's annual college costs.

### **How to Apply**

To be considered eligible for federal student aid student must complete the on-line Free Application for Federal Student Aid (FAFSA) every school year. FAFSA allows the student to complete and submit their financial aid application electronically at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

### **When to Apply for Financial Aid**

For the academic year, the student may file, sign and submit their FAFSA or Renewal FAFSA any time after January 1<sup>st</sup>, but a complete and correct FAFSA must be received before July 1<sup>st</sup>. It is strongly recommended that student apply IES for financial aid at least two weeks before registration of the beginning of the academic year (Fall). Student does not need to apply every semester, only every academic year.

### **Eligibility**

To be eligible for Federal Student Aid, a student must:

1. Complete secondary education (high school diploma or its equivalent)
2. Be enrolled as a regular student in an eligible degree or certificate program
3. Be a U.S. citizen or National or eligible non-citizen
4. Have a valid social security number
5. Make and maintain satisfactory academic progress
6. Demonstrate financial need
7. Not owe a repayment on any Federal student grant or be in default on a Federal student loan.
8. Most male students must be registered with the Selective Service to receive federal student aid. These students may register while completing the FAFSA. General information about Selective Service is available on-line at [www.sss.gov](http://www.sss.gov).

### **Notification of Eligibility**

A Financial Aid package will be developed and an Award notification letter, through email or postal, will be sent to the student when the following steps have been fulfilled:

1. Complete the FAFSA
2. Provide the ASCC Financial Aid Office with the required documents:
  1. Birth Certificate or U.S. Passport
  2. Valid ASG issued identification card
  3. Valid Social Security Card
  4. Proof of completion of secondary education (high school diploma or transcript; GED certificate; DD-214; School Certificate (from British system)).
  5. If student is transferring from a college or university off island, student must have an official transcript sent to ASCC for review.





### **Financial Aid Grants**

ASCC does not participate in any federal loan programs. However, ASCC does participate in the following federal grants:

1. Federal Pell Grant (Pell)
2. Federal Supplemental Educational Opportunity Grant (FSEOG)
3. Federal Work-Study (FWS)
  1. FWS provides a grant income from a part-time job. If student accept a job under the Federal Work-Study program, they will be advised of strict federal guidelines that must be followed.

### **Maintaining Eligibility for Federal Student Aid**

In order to remain eligible for FSA student must continue to meet the eligibility requirements. Student must maintain satisfactory academic progress. They must also familiarize themselves with the ASCC and federal policy on Student Withdrawals and federal regulations regarding the return of Pell and FSEOG funds.

### **Complete Withdrawal and Unofficial Withdrawal**

If student withdraws completely from school after they have received an award, the Financial Aid Office will perform a post withdrawal calculation to determine the amount of funds student have earned up to the date of withdrawal. If the amount disbursed to the student is greater than the amount earned, student must reimburse all unearned funds to ASCC for return to U.S. Department of Education. Failure to reimburse any unearned funds to ASCC may result in reporting their overpayment to the National Student Loan Database System (NSLDS). Exit counseling with a Financial Aid Counselor is strongly advised.

### **National Student Loan Database System (NSLDS)**

If student previously attended college or university and received an overpayment of FSA or committed to a student loan agreement, the NSLDS will include loan information on their Student Aid Report. After signing a promissory note or loan contract, many students are only vaguely aware of their responsibility to repay the funds. Defaulting on a student loan will

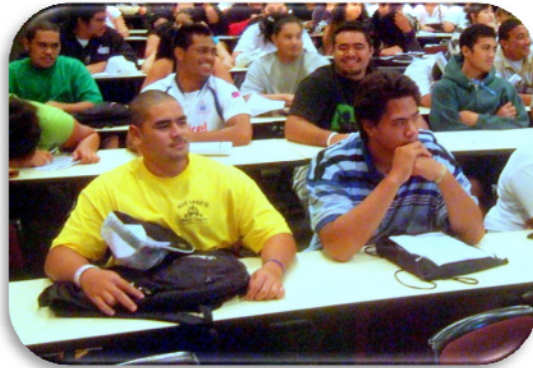
affect the student credit rating and could result in withholding or denial of federal student aid.

### **Financial Aid Office**

For further information please refer to the Financial Aid Student Handbook available at the ASCC Financial Aid Office or contact us:

Email: [faid@amsamoa.edu](mailto:faid@amsamoa.edu)

Phone: 684-699-9155 ext. 313





## ACADEMIC POLICIES AND PROCEDURES

### Course Classification Systems

Courses numbered below 100 are developmental or preparatory in nature, and are not counted toward a degree program of study. Students are advised to check with their advisors about these degree programs. The following numbering system is used to classify course.

- 001-099 Developmental/Preparatory Courses
- 100-199 Freshman Level Courses
- 200-299 Sophomore Level Courses

### Academic Credits

Academic credits are granted for work completed successfully in courses specifically outlined below

- A lecture course carries one semester credit hour for one hour of classroom instruction per week.
- Instructor supervised laboratory work carries one semester credit hour for three hours of laboratory time per week. Note: Supervised laboratory work includes clinical, studio, internship, practicum, fieldwork, and physical education courses.

### Academic Advising

The entire ASCC Faculty is committed to helping each student pursue a course of study to fulfill his/her Individual Educational Plan (I.E.P.) for the future. Academic advisers bring to their responsibilities as educators not only knowledge of academic disciplines, but also an understanding of the rationale that underlies the curricula of ASCC. Students are strongly encouraged to seek assistance early in their college careers.

Academic advising includes:

1. Assisting students in clarifying, articulating, and attaining academic and life goals;
2. Facilitating each student's academic adjustment to the campus;

3. Educating students to assess academic progress and to develop educational plans;
4. Explaining and clarifying college core courses, graduation requirements, and academic rules and regulations;
5. Advise students on issues as they relate to academic progress, which may include referral to appropriate College programs and community agencies; and,
6. Serving as advocates and mediator for students.

### Academic Standards

Academic standing is based upon the students' cumulative grade point average (CGPA). The academic standing designations are: Good Standing, Academic Probation, 1<sup>st</sup> Suspension and 2<sup>nd</sup> Suspension.

#### *Good Standing*

A student is in good academic standing when his/her cumulative grade point average (CGPA) is 2.00 or above.

#### *Academic Probation*

A student whose CGPA is less than 2.00 will be placed on academic probation. A student on academic probation can only enroll in up to 6 credits or up to 9 credits with the recommendation of his/her advisor and the approval of the Dean of Academic Affairs and when appropriate the Dean of Trades and Technology Division. Students on academic probation can enroll in only one course for summer session. A student who achieves at least a semester GPA of 2.00 while on academic probation may continue to enroll at the college. A student is removed from academic probation when a CGPA OF 2.00 or higher is reached.

#### *1<sup>st</sup> Suspension*

A student will be placed on 1<sup>st</sup> suspension if, while on probation, he/she fails to maintain a semester GPA of at least 2.00. This is equivalent to two consecutive probationary semesters. The student may not be suspended as a result of academic performance during the summer session. The student may re-enroll after one semester, not including the summer session



### *2<sup>nd</sup> Suspension*

A student, who re-enrolls at the college after returning from 1<sup>st</sup> suspension, can enroll up to 6 credits (or up to 9 credits with the Dean of Academic Affairs and when appropriate the Dean of Trades and Technology Division approval), must achieve at least a 2.00 semester GPA, and must meet the quantitative requirements for Satisfactory Academic Progress (SAP). Otherwise, the student will be placed on 2<sup>nd</sup> suspension. The 2<sup>nd</sup> suspension is for at least one calendar year. After this period of time the student may apply for readmission under the same provision as those required of a suspended student.

### **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 and when appropriate the Dean of Trades and Technology Division for approval.

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

### **Academic Renewal**

The changing of previously recorded substandard academic performance (D and F grades), completed here at the American Samoa Community College, which may not be reflective of a student's demonstrated ability, will be considered upon submission of a petition by the student to the Registrar's Office. Upon approval by the Dean of Student Services, the academic record of the student will be annotated with the appropriate adjustments made to the grade point average (GPA). All previously recorded work, however, will remain on the transcript, ensuring a true and complete academic history. The changed grade will be recorded as "AR" with the original grade in parenthesis. For example, a grade of "D" will appear as AR (D). A maximum of 24 credits of course work can be alleviated. This policy is applicable under any of the following cases:

1. Completion of 24 credits at "C" (2.00) level or above since the semester of substandard work.
2. Passage of at least 4 years since the substandard work was recorded.
3. Demonstration that pre-recorded work is not reflective of the student's present ability. Such evidence might include, but is not limited to, documented proof of experience, awards, degrees and honors since the notation of the substandard work.

### **The Family Educational Rights and Privacy Act-FERPA**

Pursuant to Section 99.7 of the rules and regulations governing the Family Educational Rights Privacy Act of 1974 (hereinafter the Act), students in attendance at the American Samoa Community College are hereby notified of the following:

1. It is the policy of the American Samoa Community College to subscribe to the requirements of Section 438 of the General Education Provision Act, Title IV, of the Public Law 90-247, as amended, and to rules and regulations governing the Act, which protect the privacy rights of students.
2. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:





- a. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar, Dean, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official's to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- b. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the College to amend the record that they believe is inaccurate or misleading. They should write to the College official responsible for the record, clearly identify the part of the record they want to change, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- c. The right to consent to disclosures of personal identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to the College officials with legitimate educational interests. A College official is a person employed by the College in an administrative, supervisory, academic research, or support staff position; a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another College official in performing his/her tasks.
- A College official has legitimate interest if the official needs to review an education record in order to fulfill his/her professional responsibility.
3. The right to file a complaint with the U.S. Department of Education concerning alleged failures by State College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue S.W., Washington, D.C.20202-4605.
4. Students are advised that certain personally identifiable information listed below is considered by the College to be directory information and, in response to public inquiry, may be disclosed in conformance with Federal law, at the College's discretion, without prior consent of the students unless the student otherwise so informs the College not to disclose such information:
- Name of Student
  - Address of Student
  - Telephone Number
  - Email Address
  - Major Field of Study
  - Dates of Enrollment
  - Enrollment Status (full time, part time, etc.)
  - Degrees, academic honors, and awards received
  - Student Status (new, continuing, returning)
- A student has the right to request that any or all of the above items not be designated directory information with the respect to that student. Should a student wish to exercise this right, he/she must present in person and in writing a request, no earlier than the first day of instruction and no later than 14 (fourteen) calendar days from the first day of instruction for the academic term or semester, or the fourth day of a summer session.
5. A parent, spouse, sibling, or any other relative of a student is advised that information contained in





educational records, except as may be determined to be directory information, will not be disclosed to him/her without the prior written consent of the student. This includes, but is not limited to, the release of the student transcript. Please refer to the *Transcript* section on page 37 for more information.

### **Stopped/Non-Attendance**

A grade of “F” or “NP” will be recorded if a student stops attending, never attended a class, or exceeds the maximum allowable absences, and does not properly drop or withdraw from a class. Please refer to the College policy on attendance.

Date of last attendance is periodically collected from the instructors by the Admissions and Records Office. In addition, instructors are required to report the date of last attendance when a final grade of “F”, “W”, “W/F”, “W/WNP”, “UW” or “NP” is submitted. The date of last attendance is recorded on the student’s record and is made available to the Financial Aid Office for recipients of Federal Financial Aid as required by Federal Law.

Veteran students are to refer to the Student Services *Veterans Educational Assistance* on page 18 for additional attendance requirements.

### **Course Substitutions**

Courses may be substituted with another course that is similar in scope and content with general education course requirements for degree or program requirements. All program course requirements needed for a certificate or degree may not be substituted. All course substitution must be approved by the Dean of Academic Affairs. A limit of two courses may be substituted. A course substitution form is available from the Admissions and Records Office.

### **Course Repetition**

Students may only repeat course(s) with an earned grade of “C-“, “D”, “F”, or “W/F” (Nursing courses may be repeated with an earned grade of “C”) twice. All grades will be retained on record after all attempts made to repeat a course. The highest earned grade will be used to compute semester and cumulative grade point averages.

### **Coursework Expiration**

The normal duration of time to complete coursework for an approved degree or certificate program of study is ten years. Students may be asked to repeat courses taken more than ten years before graduation, due to the change and currency of subject matter specific to a program of study. Evaluation and approval of coursework will be conducted by each Academic department and signed by the Department Chairperson.

### **Grading System**

The instructor, based on the student’s assignments, examinations, class attendance and other criteria outlined in the course syllabus, evaluates the student’s scholastic achievement and awards a letter grade. The Grade Point Average (GPA) is computed based upon rules associated with the letter grade as listed in the chart below. The letter grade rules determine whether credits attempted and credits earned are counted in the GPA and the value of the points per credit.

LETTER GRADE	DESCRIPTION QUALITY	POINTS
A	Exceptional Achievement	4.0
A-		3.7
B+		3.3
B	Above Average Quality	3.0
B-		2.7
C+		2.3
C	Acceptable Work	2.0
C-		1.7
D+		1.3
D	Not Fully Satisfactory	1.0
D-		0.7
F	FAIL (NO CREDIT)	0.0
W/F	Withdrawal/Fail (No Credit)	0.0
UW	Unofficial Withdraw	0.0





The following grades have no point value; the credits attempted are not counted in the GPA calculation.

LETTER GRADE	DESCRIPTION QUALITY	COMMENTS
W	Withdraw	Does not affect GPA
W/NP	Withdraw/No Pass	Does not affect GPA
P	Pass	Does not affect GPA
NP	Not Pass	Does not affect GPA
E	Credit by Exam	Does not affect GPA, But the credits are counted towards credit earned
I	Incomplete	Does not affect GPA until Instructor submits a final grade for the course
X	No Show	Does not affect GPA
R	Repeat	Does not affect GPA
AU	Audit	Does not affect GPA
AR	Academic Renewal	Does not affect GPA

### GPA Calculation

The semester GPA is calculated as follows:

1. Find the points per credit value for each letter grade.
2. Multiply the points per credit value by the Credits Attempted (CA) for each class to equal Quality Points.
3. Total all the Quality Points (QP)
4. Total all the Credits Attempted (CA)
5. Divide the total Quantity points (QA) by the total Credits Attempted (CA) to equal the GPA.

Example:

Letter Grade	Points Credit	X	Credits Attempted	=	Quality Points
A	4.0	x	3	=	12.0
B+	3.3	x	4	=	13.0
B	3.0	x	3	=	9.0
W/F	0.0	x	3	=	0.0

1. Total QP = 12.0 + 13.0 + 9.0 + 0.0 = 34.2
2. Total CA = 3 + 4 + 3 + 3 = 13.0
3. QP / CA = 34.2 / 13 = 2.63
4. GPA = 2.63

The Cumulative Grade Point Average (CGPA) is calculated the same way, taking ALL letter grades and ALL Credits Attempted (CA) from the first semester through the last semester and calculating as above.

### Incomplete Grades

An incomplete grade may be reported only if the student is unable to successfully complete all course requirements by the end of the semester. An "I" grade is given when extenuating circumstances beyond the student's control make it impossible to complete the required work within the prescribed time. Arrangements must be made between the instructor and the student before the end of the semester.

A "Report of Incomplete" form is available from the Admissions and Records Office. This form must be signed by the instructor AND the student and submitted by the instructor along with the student's other grades by the end of the semester. Courses may not be repeated to remove an incomplete. Incomplete grades can only be removed by completing unfinished course requirements before the deadline. It is the student's responsibility to submit the makeup work with enough time for the instructor to grade the work and submit the Change of Grade Form before the deadline. (See *Change of Grade* policy).

### Change of Grade

An instructor may change a student's grade within the first six weeks of the subsequent semester in which the original grade was given. The instructor initiating the change of grade must obtain a Change of Grade Form from the Admissions and Records Office.

Faculty must hand carry Change of Grade Forms throughout the entire process, securing signatures of the Department Chairperson and the Dean of Academic Affairs and when appropriate the Dean of Trades and Technology Division. Upon review and approval of the appropriate Dean, the form will then be forwarded to the Registrar's Office for final review and approval before final processing. The Dean of Academic Affairs and when appropriate the Dean of Trades and Technology Division will not review change of grade requests hand carried by personnel other than the instructor of the course.

A change of grade request cannot be made for a grade above "B" unless approved by the Dean of Academic Affairs and when appropriate the Dean of Trades and Technology Division. This is to ensure equal and fair treatment of all students enrolled in that particular course.



### Change of Grade for Graduates

In order to change a grade for a graduate, the instructor must obtain a Change of Grade form from the Admissions and Records Office, hand carry the forms to the Department Chairperson and the Dean of Academic Affairs and/or the Dean of Trades and Technology Division when appropriate for approval and signature.

### Programs, Policy, and Fee Changes

The American Samoa Community College reserves the right to change policies, programs, or fees, as approved by the Board of Higher Education, without previous written notice.

### Student Right-to-Know Disclosures

In compliance with the Student-Right-to-Know and Campus Security Act of 1990, it is the policy of the American Samoa Community College to make available its completion and transfer rates to all current and prospective students.

### Campus Crime Statistics

The following statistics concern criminal offenses reported to have occurred on the American Samoa Community College campus during the recent years. The statistics are based on the academic year, which includes Fall, Spring, and Summer semesters.

<u>Spring-Summer-Fall</u>	<u>2009</u>
Aggravated Assault	7
Disorderly Conduct	2
Drug Violation	1
Forgery	2
Plagiarism/Cheating	1
Reckless Behavior	1
Theft	1

<u>Spring-Summer-Fall</u>	<u>2010</u>
Aggravated Assault	10
Drug Violation	1
Forgery	5
Liquor Violation	1
Possession of a weapon replica	1
Theft	1

<u>Spring-Summer-Fall</u>	<u>2011</u>
Aggravated Assault	7
Disorderly Conduct	3
Drug Violation	1
Forgery	1
Plagiarism/Cheating	3
Reckless Behavior	0
Theft	0

### Nondiscrimination and Affirmative Actions

The American Samoa Community College (ASCC) is an Equal Opportunity/Affirmative Action Employer. It is the policy of ASCC to comply with Federal and State laws that prohibit discrimination in College programs and activities, including but not necessarily limited to the following laws which cover students and applicants for admission to ASCC.

Title VI of the Civil Rights Act of 1964; Age Discrimination Act of 1975; Titles VII and VII of the Public Health Service Act; Title IX Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and Section 402 of the Vietnam Era Veteran's Assistance Act of 1974.

The President of the American Samoa Community College has declared and reaffirmed commitment to the College's pursuit of equal education and employment opportunities, and further declared that any harassment of students' or employees on the basis of sex is prohibited. The College's Human Resources Office will handle complaints of this nature.

### Drug Free Policy

*(Note: We acknowledge that alcohol and nicotine are legal yet hazardous.)*

The use, consumption and possession of ANY narcotics, dangerous drugs or controlled substances by any student of the College for which said student does not have a valid subscription is strictly prohibited on the American Samoa Community College campus or at any other ASCC off-campus function.



## COLLEGE CREDIT EQUIVALENCY PROGRAM

### Credit for Transfer Courses

A request to accept credits earned at other colleges or universities, or military or life experience credits must be made to the Admissions and Records Office. The transfer of credit process takes approximately six weeks. An official transcript must be submitted directly from the institution to the Admissions and Records office. Military transfer requests must include the ACE evaluation. Transfer credit is awarded on a course by course basis, based on the following conditions:

1. The transcript used is an official copy received directly by ASCC from the institution where the credit was earned.
2. The transferred courses must be similar in scope, content, and institutional format to an ASCC course.
3. The transfer credits must be a “C” grade or better.
4. The transfer credits must be approved by the instructional Department Chairperson and the Dean of Academic Affairs and when appropriate the Dean of Trades and Technology Division.
5. A maximum of 45 credits may be transferred. (See *Residency Requirements* on page 32.)

### Credit by Examination

All requests to challenge courses by examination must be approved by the Instructional Department Chairperson.

For developmental courses numbered below 100, the student must register for the class prior to challenging the courses. If the student succeeds in passing the examination, the student will be allowed to add the next level class and drop the challenged class. The challenged class will not appear on the student’s transcript. An add/drop extension will be granted through the first week of classes

For courses numbered 100 or above, the student must register for the class prior to challenging the class. If the student succeeds in passing the examination with a “C” grade or better, the student will be awarded an “E” grade.

If the student fails the examination, no grade is entered and the student may continue with course.

Examinations for course credit may be taken only once. “E” grades for Credit by Examination will not be counted toward overall GPA and CGPA. Additionally credits earned by examination are not covered under federal financial aid. Please check with the Financial Aid Office for the information.

### Credit for Work/Life Experience

Credit for experiential learning through work and life experiences may be granted toward meeting requirements for all undergraduate degrees. Such learning completed since high school must be validated by documentation or examinations. These experiences must be appropriate to the degree and the students’ major. A student applying for work/life experience credit must file with appropriate instructional Department Chairperson a portfolio documenting experiential learning. Evidence of learning may include written or oral examinations, tapes, projects, demonstrations and performances. Verification of employment and training must be for a minimum of two years.

In general, work/life experiences are equated with the learning expected from a formal course in the ASCC catalog. Approval of credit begins with the appropriate Department Chairperson with final approval by the Dean of Academic Affairs and/or the Dean of Trades and Technology Division when appropriate. Credit for work/life experiences is limited to 15 semester credit hours.

### Independent Study

Independent Study is an option for students who are unable to enroll in a course due to a schedule conflict, class cancellation, program requirement change, graduation or a transfer requirement. Initiating an independent study is based entirely on an instructor’s willingness to do so.





Independent study contracts must have attached course syllabus that is commensurate in content and coverage to the actual course, with modifications only to the meeting times, dates and topical outline. Students are limited to no more than two (2) independent study contracts per semester. Independent study contracts can only be approved for courses in the current catalog. Independent contracts are not valid for courses offered during summer session, courses that require laboratories, ASTEP, service learning and Distance Learning classes.

Students will be charged \$25.00 (non-refundable fee) in addition to the cost of the course. Please note that an independent study course is not covered by Financial Aid.

### **Credits Earned at Foreign (non U.S.) Colleges and Universities**

Credits earned in institutions of higher education in foreign countries may be transferred in some cases. Students are advised to contact the Admissions and Records Office for certified Evaluator Services for foreign credits. Official transcripts must be sent directly to the Records Office. Transcripts and related documents are to include course descriptions and MUST have certified English translation attached.

### **Distance Learning Courses**

Course completed by distance learning from accredited institutions of higher education may earn ASCC credits. See Admissions and Records Office.

### **Advanced Placement (AP) Examinations**

ASCC accepts Advanced Placement Examination scores for credit, and in some instances, placement. For examination scores to be evaluated, students must have official transcripts of examination results sent to the Admissions and Records Office and submit a Request for Transcript Evaluation form. Further information is available from the Admissions and Records Office.

VA Transcript Evaluations (See page 17).

## **TRANSFER CREDITS TO PRIVATE AND OFF-ISLAND COLLEGES AND UNIVERSITIES**

### **Transfer Credits to Private and Public Off-Island Colleges and Universities**

Admissions requirements and general education requirements vary from college to college. To make transferring to an off-island college or university as smooth as possible, students must work closely with their academic advisor and transfer counselor on developing a transfer plan.

The American Samoa Community College (ASCC) has entered into memorandum of agreement with private and public off-island colleges and universities. Therefore, general education credits earned in completion of an Associate of Arts degree may be accepted in these participating colleges and universities.

It should be noted the ASCC Associate of Science degree general education requirements may not meet all the general education requirements of the colleges and universities to which the student is transferring.

The following colleges and universities websites can provide catalog information on transfer courses from ASCC:

Chaminade University of Honolulu, HI  
[www.chaminade.edu](http://www.chaminade.edu)

Brigham Young University, Laie, HI  
[www.byuhawaii.edu](http://www.byuhawaii.edu)

University of Hawaii at Manoa, HI  
[www.uhmanoa.edu](http://www.uhmanoa.edu)

University of Hawaii at Hilo, HI  
[www.uhh.hawaii.edu/studentaffairs/admissions/documents/American\\_Samoa\\_CC\\_0020.pdf](http://www.uhh.hawaii.edu/studentaffairs/admissions/documents/American_Samoa_CC_0020.pdf)

Kapiolani Community College, HI  
[www.kcc.edu](http://www.kcc.edu)

Alfred State College, NY  
[www.alfredstate.edu](http://www.alfredstate.edu)  
(Health-information-technology-medical records)



## GRADUATION REQUIREMENTS

### General Graduation Requirements

#### **A. Eligibility for Graduation**

Students planning to graduate must meet with their advisor to review degree or certificate program requirements. The advisor will indicate on the advising sheet if the student may apply for graduation. If the student is eligible, he/she must apply for student graduation with the Admissions & Records Office by the deadline date and pay a graduation fee. The Admissions & Records Office will determine if academic requirements have been completed.

#### **B. Application and Graduation Fees**

Students who complete all program requirements should apply for graduation before their final semester. Graduation applications are accepted during specific deadlines as listed in the college catalog. A fee is charged to each graduating student to cover the costs of all graduation expenses (See *Tuition and Fees* on page 39).

#### **C. General Education Credits**

Program requirements for specific degree programs cannot be applied to the General Education requirements for an Associate of Arts or Associate of Science degree.

The total educational credits required for an Associate of Arts, Associate of Science degree or a Certificate of Proficiency for graduation are identified under each of the Educational Plans in the catalog. (Refer to the *Associate of Arts*, *Associate of Science*, or the *Certificate of Proficiency* section for the specific requirements).

#### **D. Catalog Requirements**

A student must satisfy either the graduation requirements in effect at the time he/she first enrolled as a classified student in a specific ASCC degree or certificate program, or the requirements in effect at the time of his/her graduation. A student

whose enrollment is interrupted for two consecutive semesters (excluding summer sessions) must complete the requirements in effect at the time the student is readmitted or the requirements in effect at the time of his/her graduation. Any exceptions must be petitioned to the Dean of Academic Affairs and/or the Dean of Trades and Technology Division when appropriate.

The college reserves the right to change the requirements for graduation at any time, and candidates may be required to comply with all changes pertaining to the incomplete portions of their requirements.

#### **E. Program Credits**

Upon completion of all degree requirements as specified in this catalog, a student may qualify for more than one degree given the following:

1. The 12 credits required for the major are not applied as electives for the second degree.
2. The 12 credits required must be taken at ASCC.

#### **F. Elective Credits**

Courses may be considered electives if they are numbered 150 or higher with exception to the following courses:  
SAM 101A, SAM 101B, MSL 101 and MSL 102

Electives are courses identified for General Education and Program credit fulfillment for an Associates of Arts /Associates of Science Degree.





### G. Awarding a Degree or Certificate

All specified program requirements must be completed for the Associate Degrees and the Certificates of Proficiency in order to be awarded a Degree or Certificate.

### H. Residency Credits

At least 15 credits must be completed at ASCC in order to earn an Associate Degree or Certificate of Proficiency from this Institution. Any exception must be petitioned to the Dean of Academic Affairs or the Dean Trades and Technology Division when appropriate.

### I. Grade Point Average

A student must have cumulative grade point average of 2.00 or higher for all coursework towards a degree or a certificate.

### J. Clearance

Prospective graduates are required to clear all ASCC obligations such as, but not limited to outstanding fees, refund of PELL grant or FSEOG overpayment, disciplinary action, and overdue/lost library book fees.

## Honors

### Graduation with Honors

Students who have earned a CUM GPA of 3.50 or above, and with no "F", "WF" or "UW" grades, or grades for courses that have been repeated, and a maximum of three (3) withdrawals will graduate with honors. Student approved for Academic Renewal (AR) are qualified to graduate with honors. Students meeting identified criteria will receive special recognition during graduation exercises.

Candidates for the Associate degrees or Certificate of Proficiencies who attain the final cumulative grade point average will receive the following distinction:

- 3.50-3.74 Cum Laude
- 3.75-3.89 Magna Cum Laude
- 3.90-4.00 Summa Cum Laude

## Commencement

Degrees and certificates are publicly awarded biannually at fall and spring commencement exercises. After applying and being approved for candidacy, it is recommended that candidates attend the commencement exercises.

Only students having completed and satisfied all program requirements are allowed to participate in the commencement exercises.





# DEGREE AND CERTIFICATE PROGRAM OF STUDY

- ❖ **ASCC Policy Statement on Academic Freedom**
- ❖ **ASCC Mission Statement**
- ❖ **Student Learning Outcome**
- ❖ **Associate of Arts Degrees**
- ❖ **Associate of Science Degrees**
- ❖ **Certificate of Proficiency**





## DEGREE AND CERTIFICATE PROGRAMS OF STUDY

### ASCC Policy Statement on Academic Freedom

These principles of academic freedom, as also expressed by the American Association of University Professors, are recognized by the faculty and the administration of ASCC and by the Board of Higher Education of American Samoa.

Institutions of higher education are conducted for the common good. The common good depends upon the free search for truth and its free exposition. Academic freedom is essential to these purposes and applies to teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the ASCC Instructor in teaching and of the student in learning. It carries with it duties and certain rights.

Academic freedom:

- a. The ASCC Instructor is entitled to full freedom of research and in the publication of the results, subject to the adequate performance of his/her other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution. Some conditions may be required of commissioned work.
- b. Accordingly, the College defends the teachers' full right to freedom in the classroom to discuss or interpret his or her subject. The teacher has the right to be free from pressures and forces extraneous to the performance of his or her ethical and professional duties in the determination of the student's grades.
- c. The ASCC Instructor is entitled to freedom in the classroom in discussing his/her subject, but should be careful not to introduce his/her teaching controversial matter that has no relation to the subject.

When he or she speaks or writes as a citizen, they shall be free from institutional censorship or discipline. Thus while in accordance with all restrictions of applicable law concerning political activities in the work place, a faculty member is free to express publicly, in speaking or writing, his or her own considered view or opinion of any or all matters which are felt from time to time to be in need of such expression, **provided that such statement shall satisfy the requirement of professional dignity, are done in good taste and to be sensitive to the importance of local customs.** Such statements are not represented as other than the private view of the person making them. With, such freedom carries a responsibility of objectivity, respect for the opinion of others, and a keen attention to the ever present means of bias and error, particularly when exploring controversial subjects.

- d. When controversial matters arise, faculty and administrators are to address topics factually, and to refrain from using personal privilege or prestige to promote their own view points. Furthermore, in no way should such views be distorted or implied to be the official position of the College or the Board of Higher Education. Controversial matters must be brought to the attention of the Dean of Academic Affairs and when appropriate the Dean of Trades and Technology Division.

Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

- e. His/her special position in the community imposed special obligations. As a person of learning and an educational officer, he/she should remember the public will judge his/her profession and institution by his/her utterance. Hence, he/she should at all times be accurate, and exercise appropriate restraint, and should show respect for the opinion of others.

### Mission

The mission of the American Samoa Community College is to foster successful student learning by providing high quality educational programs and services enables students to achieve their



educational goals and to contribute to the social, cultural, political, economic, technological, and environmental well-being of American Samoa.

To fulfill this mission, the College, as an open admissions United States accredited, Land Grant institution, provides access to associate degree and certificate programs of study. These programs prepare all students including those who are educationally underserved, challenged, or non-traditional for:

- Transfer to institutions of higher learning
- Successful entry into the workforce
- Research and extension in human and natural resources
- Awareness of Samoa and the Pacific.

### **GENERAL EDUCATION**

The General Education program is the core of the undergraduate degree for all students, regardless of their major. The General Education Outcomes describes what the institution wants students to be able to do on completion of the General Education Program for an AA or AS degree. The program is organized around five domains: Communication, Information Technology Literacy, Critical Thinking, Global Awareness & Cultural Competence, and Personal Development & Responsibility.

#### **I. Communication**

Foster the ability to receive and express information through various mediums.

##### ***1. Listening & Speaking***

Listen actively and speak effectively in many different situations

##### ***2. Reading***

Read effectively to comprehend, interpret and evaluate information.

##### ***3. Writing***

Write clearly, concisely and accurately in a variety of contexts and formats and for many audiences.

#### **II. Information Technology Literacy**

Demonstrates the ability to utilize technology to evaluate, present and apply information.

##### ***1. Evaluate Information***

Demonstrates the ability to access, locate, manage and evaluate information from multiple sources.

##### ***2. Present & Apply information/Technology***

- a. Utilizes technological tools to perform basic functions appropriate to job and life.
- b. Applies research skills and presents knowledge in multiple formats.

#### **III. Critical Thinking**

Demonstrates the ability to think critically in applying quantitative and scientific concepts and methods to effectively problem-solve in a variety of contexts

##### ***1. Quantitative***

Apply quantitative skills to personal, academic and career related activities.

##### ***2. Scientific***

Apply scientific concepts and models to analyze complex problems in academic and real life situations.

##### ***3. Problem Solving***

Apply critical thinking skills to synthesize information and evaluate the credibility of sources/ contexts.

#### **IV. Global Awareness & Cultural Competence**

Understands and appreciates the historical and cultural context regionally and globally

1. Identifies social, economic and political systems and issues
2. Recognizes and respect the perspectives of others (locally & globally) and develop an awareness of diverse attitudes, values and beliefs
3. Demonstrates and appreciate of Samoan Culture and other Pacific cultures.

#### **V. Personal Development & Responsibility**

Enhance personal growth and wellness leading to responsible decision making.

1. Demonstrates and applies ethical decision making in real life situations.
2. Demonstrates the acquired knowledge to promote good/wise health choices and practices that enhance wellness.



3. Identify and recognize the relevance of being responsible and participate actively in family and community.

**GENERAL EDUCATION  
REQUIREMENTS (GER's) Credits**

This is the core of the undergraduate program for all students to complete, regardless of major. It describes the General Education Requirement (GER) courses for an Associate of Arts degree or the Associate of Science degree.

**Communication**

ENG 150, ENG 151, SPH 153 9

**Information and Technology Literacy**

ICT 150 3

**Critical Thinking**

MAT 151, PHSCI 150/150L 7

**Global Awareness and Cultural Competence**

HIS 150/151 or HIS 170/171, and HIS 162 6

**Personal Development and Responsibility**

PSY 150 or HEA 150 3

**Total GER credits:** 28

**CORE FOUNDATIONAL AREAS**

These are courses that enhance content foundational competencies in core disciplinary areas of study. Core Foundational course requirements are determined by degree programs. *Please refer to specific degree program to determined Core Foundational course requirements.*

**Arts**

**Fine Arts** – Courses encompassing the visual and performing arts in Music, Arts, and Theatre.

**Cluster I – Arts, Music, and Drama Courses**

ART150, ART160, DRA150, DRA151, MUS150, MUS160, MUS165, MUS170, MUS175, MUS180

**Humanities**

Courses which enrich and expand knowledge of the human conditions and cultures in relation to behavior, ideas, and thoughts through the study in the disciplines of literature, philosophy, and the arts.

**Cluster II – Humanities Courses**

SPH 153, PHIL 150, REL 150, ENG 250, LIT 270, LIT 272, LIT 276,

**Computer Science**

Courses that provide students knowledge, skills, and abilities to utilize technological tools and procedures for personal, academic, and career tasks for entry level employment.

**Course** – ICT 150

**English**

Courses that enable students to demonstrate active listening and speaking abilities, to develop proficiencies in clear and effective written communication, and to improve reading skills focused on comprehending analyzing, interpreting, and evaluating printed texts.

**Courses** – ENG 150, ENG 151, ENG 251

**History**

Courses providing the chronological study of historical events from two respective contexts: American history, and Global history. These regional and global historical patterns look at both the life and development of people and their relative social, political, and economic situations.

**Course Options** – HIS 150, or HIS 151, or HIS 170 or HIS 171

**Mathematics**

Courses that promote critical thinking and logical reasoning while developing problem solving skills by studying various branches of Mathematics.

**Courses** – MAT151, MAT250, or MAT280

Note: Students placing in MAT250 are allowed to waive MAT151. In their 2<sup>nd</sup> year, student may be required to take another upper level Mathematics course(s)





### Physical Education and Health

Courses that promote physical education and health as well as developing basic sports skills for lifetime use.

**Course Options** – Select any one credit PED course or HEA150.

### Samoan and the Pacific Studies

Courses which promote critical thinking and enrich the understanding of cultural diversity in the Samoan and Pacific region.

#### **Cluster I: Samoan and Pacific History & Geography**

HIS 160, HIS 161, SAM 152, GEO 150, GEO 161, HIS 162

#### **Cluster II: Samoan Language**

SAM 101A, SAM 101B, SAM 111, SAM 151/ SAM 151L, SAM 154

### Science

Courses providing foundational competencies in physical and life sciences through lecture and course required laboratory activities.

#### **Cluster I: Life Science**

Understanding of complex and varied life forms and life processes

BIO150/BIO150L, or BIO155/BIO155L, or BIO180/BIO180L, or MSC170/MS170L

#### **Cluster II: Physical Science**

Understanding of natural science principles and of the ways in which scientists investigate natural science phenomena.

CHM 150/ CHM 150L, or MSC 150/MS150L, or PHY 151/ PHY 151L or PHSCI 150/150L

### Social Science

Courses acquainting students with their places in historical processes, cultural developments, interrelationships amongst people and the dynamics of societal elements reflected in social, economic, and political progress.

#### **Cluster I – Cultural Courses**

ANT150, ANT153, ANT154, GEO160

### **Cluster II – Political Courses**

PAD150, POL150, POL160, POL170

### **Cluster III – Social and Behavioral Courses**

PSY150, PSY250, SOC150

## ASSOCIATE OF ARTS DEGREES

### **REQUIREMENTS FOR ASSOCIATE OF ARTS DEGREE PROGRAMS**

The Associate of Arts (AA) Degree provides development and understanding in the content and methodology of the major genres of study, awareness of the traditional cultural aspects of Samoa and the Pacific region and, preparation for students planning on continuing their studies at a four-year college or university.

A minimum of sixty (60) credits is required for an Associate of Arts Degree. The general education requirements for all Associate of Arts Degree programs are comprised of the following courses, numbered 150 or higher:

#### **Communication**

ENG 150, ENG 151, SPH 153 9

#### **Information and Technology Literacy**

ICT 150 3

#### **Critical Thinking**

MAT 151, PHSCI 150/150L 7

#### **Global Awareness and Cultural Competence**

HIS 150/151 or HIS 170/171, and HIS 162 6

#### **Personal Development and Responsibility**

PSY 150 or HEA 150 3

***Total GER credits:*** **28**

### **ASSOCIATE OF ARTS DEGREE IN LIBERAL ARTS**

The Associate of Arts degree in Liberal Arts provides a solid, wide range education that can be used as a foundation for a bachelor's degree program. Courses required for the Liberal Arts degree cover introductory and many areas of study from Arts, English, Health and Fitness, History, Humanities, Mathematics, Science, Social and Behavioral Science, Samoan and Pacific areas, and Technology.





### Program Learning Outcomes:

1. Arts: Demonstrate an understanding and appreciation of the visual, and performing arts (music, art, drama)
2. Computer Science: Demonstrate knowledge, skills, and abilities to utilize technological tools and procedures for personal, academic, and career task for entry level employment.
3. English:
  - a. Demonstrate active listening and speaking abilities;
  - b. Demonstrate proficiencies in clear and effective written communication;
  - c. Demonstrate improvement in reading skills focused on comprehending analyzing, interpreting, and evaluating printed texts.
4. Humanities: Enrich and expand knowledge of the human conditions and cultures in relation to behavior, ideas, and thoughts through the study in the disciplines of literature, philosophy and the arts.
5. History:
  - a. Demonstrate an understanding of historical events from the context of American or global history;
  - b. Demonstrate an understanding of the regional and global historical patterns, such as the development of peoples, social, political, and economic institutions
6. Mathematics: Demonstrate critical thinking and logical reasoning while developing problem solving skills in the various branches of mathematics.
7. Physical Education & Health: Demonstrate a basic understanding of maintaining a healthy lifestyle.
8. Samoan and the Pacific Studies: Demonstrate critical thinking and the understanding of cultural diversity in the Samoa and Pacific region.
9. Science: Demonstrate foundational competencies in physical and life science through lecture and laboratory activities.
10. Social Science: Demonstrate an understanding on historical processes, cultural development,

and interrelationships, reflected in social, economic, and political progress.

11. Develop career goals and plans, and apply lifelong learning skills for personal and professional growth.

### DEGREE REQUIREMENTS

#### *General Education Requirements*

#### *Credits*

Communication ENG 150, ENG 151, SPH 153	9
Information and Technology Literacy ICT 150	3
Critical Thinking MAT 151, and PHSCI 150 and PHSCI 150L	3 4
Global Awareness & Cultural Competence (Select one 3 credit course from the following options) Option I: HIS 150, or HIS 151; Option II: HIS 170, or HIS 171; and HIS 162	3
Personal Development & Responsibility <u>PSY 150, or HEA 150,</u>	<u>3</u>
<b>Total GER credits:</b>	<b>28</b>

#### *Core Foundational Requirements*

**Arts and Humanities:** 3  
(Select one 3 credit course from Cluster-I)

**Cluster – I Arts, Drama, and Music:**  
ART 150, ART 160, DRA 150, DRA 151, MUS 150,  
MUS 160, MUS 165, MUS 170, MUS 175, MUS 180

**English:** 3  
ENG 251

**History:** 3  
(Select one 3 credit course as required GER section:  
on Global Awareness & Culture Competence  
requirements)  
Option – I: HIS 150 or HIS 151  
Option – II: HIS 170 or HIS 171

**Mathematics:** 4/5  
MAT 250 or MAT 280

**Physical Education:** 1  
(Select any One credit P.E. course)



**Samoan and Pacific Studies:** 3-4  
(Select one 3 credit course from the following Cluster-II)

**Cluster – II: Samoan Language**  
SAM 101A, or SAM101B, or SAM 111, or SAM151 and SAM 151L, or SAM 154;

**Science:** 4  
(Select one 4 credit Life Science course including Lab from Cluster I)

**Cluster – I: LIFE SCIENCE**  
BIO 150 and BIO 150L, or BIO 155 and BIO 155L, or BIO 180 and BIO 180L, MSC 170 and MSC 170L

**Social Science:** 3  
(Select one 3 credit course from one of the three different Clusters)

**Cluster-I: Culture**  
ANT 150, or ANT 153, or ANT 154, or GEO 160;

**Cluster-II: Political**  
PAD 150, or POL 150, or POL 160, or POL 170

**Cluster-III: Social and Behavioral**  
PSY 150, or PSY 250, or SOC 150;

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**Total Core Requirements Credit** 24-26

**Program Requirements:** (3 – credits)

AA: ART 150, CJ 150, ED 150, HSV 150, MUS 150, POL 160, SAM 152

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**Total Career Development Credit** 3

**Elective Credits:** (6 – credits)

Select any course with alpha numbering at 150 or above with the exception of:  
SAM101A, or SAM101B, or  
MSL 101 or MSL 102 which are also transferrable.

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**Total Elective Credits** 6

**Total credits earn for an Associate of Arts Degree in Liberal Arts**

General Education Requirements:	28
Core Foundational Requirements	24 – 26
Program Requirements	3
Electives	6
<b>Total Credits:</b>	<b>61 – 63</b>

**ASSOCIATE OF ARTS DEGREE**  
**WITH AN EMPHASIS**  
**IN VISUAL ART**

The program for the Associate of Arts Degree with an emphasis in Visual Arts prepares students for a career in art or transferable to a four year college or university.

**Program Learning Outcomes:**

1. Utilize technical and critical thinking skills to analyze and interpret aspects of the Fine Arts.
2. Promote and appreciate the social and cultural aspects of the arts.
3. Enrich creative ability and develop skills in creating a work of art
4. Demonstrate expressive aspects in the artistic works and to interpret and evaluate such works.
5. Develop career goals and plans, and apply lifelong learning skills for personal and professional growth.

**General Education Requirements: Credits**

Communication ENG 150, ENG 151, SPH 153	9
Information and Technology Literacy ICT 150	3
Critical Thinking MAT 151, PHSCI 150/150L	7
Global Awareness and Cultural Competence HIS 151, HIS 162	6





Personal Development and Responsibility PSY 150	3
<b>Total GER credits:</b>	<b>28</b>
<b>Core Foundational Requirements</b>	
<b>Art &amp; Humanities</b>	
ART 160	3
<b>English:</b>	3
ENG 251	
<b>History:</b>	3
(Select one 3 credit course according to global awareness & cultural competence Option – I: HIS 150 or HIS 151 Option – II: HIS 170 or HIS 171	
<b>Mathematics:</b>	4
MAT 250	
<b>Physical Education:</b>	1
(Select any One credit P.E. course)	
<b>Samoan and Pacific Studies:</b>	3-4
Select one 3 credit course from the following SAM 101A, or SAM101B, or SAM 111, or SAM151 and SAM 151L, or SAM 154;	
<b>Science:</b>	4
(Select one 4 credit Life Science course including Lab from Cluster I)	
<b>Cluster – I: LIFE SCIENCE</b>	
BIO 150/ BIO 150L, or BIO 155/155L, or BIO 180/180L, MSC 170/170L	
<b>Social Science:</b>	3
(Select one 3 credit course from one of the three Clusters)	
<b>Cluster-I: Culture</b>	
ANT 150, or ANT 153, or ANT 164, or GEO 160;	
<b>Cluster-II: Political</b>	
PAD 150, or POL 150, or POL 160, or POL 170;	
<b>Cluster-III: Social and Behavioral</b>	
PSY 150, or PSY 250, or SOC 150;	
<b>Total Core Foundational Credit Hours</b>	<b>24-25</b>

**PROGRAM REQUIREMENTS (9-Credits)**

Select one -3 Credit course from Group A and complete all courses in Group B.

**Group A:** (3-Credits)  
ART 161, ART 165, ART 172, ART 180, ART 299

**Group B:** (9-Credits)  
ART 151 Art Survey History II 3  
ART 170 Drawing I 3  
ART 150 3

**Total Program Requirement Credits 12**

**Total credits earn for an Associate of Arts Degree with an emphasis in Visual Art**

General Education Requirements:	28
Core Foundational Requirements	24 – 25
Program Requirements	12
<b>Total Credits:</b>	<b>64-65</b>

**ASSOCIATE OF ARTS DEGREE WITH AN EMPHASIS IN ELEMENTARY EDUCATION**

Provides preparatory courses for pre- and in-service teachers in the areas of Early Childhood, Elementary Education, Special Education, Educational Technology, and Teaching Samoan Language and Culture. In addition, Teacher Education Department emphasizes fundamental theories to pedagogical practices, methods and research that will improve the quality of standard-based teaching as an instrument that reflects best teaching and learning practices.

**Program Learning Outcomes:**

1. Competence in Content and Pedagogy  
The teacher has acceptable level of knowledge and skills of the central concepts, tools of inquiry, and structures of the discipline that he or she teaches and creates learning experiences that make aspects of the subject matter meaningful for students.





Competence in the Samoan Language, History and Culture. The teacher is competent and skilful in utilizing the Samoan Language, History, and Culture as a responsive teaching foundation to enhance learning.

2. **Competence in Technology**  
The teacher is skilled in technology and is knowledgeable about using technology to support instruction and enhance student learning.
3. **Competence in Student Diversity**  
The teacher understands how students differ in their approaches to learning and creates instructional opportunities that are adapted to diverse learners.
4. **Designs and provides meaningful learning experiences**  
The teacher consistently plans and implements meaningful learning experiences for students.
5. **Competence in Assessment**  
The teacher understands and uses formal and informal assessment strategies to evaluate and ensure the continuous intellectual, social, and physical development of the learner.
6. **Competence in School & Community Relationships**  
The teacher fosters relationships with school colleagues, parents, and agencies in the larger community to support student learning and well-being.
7. **Competence in Professional Development**  
The teacher is a reflective practitioner who continually evaluates the effects of his or her choices and actions on others (students, parents, and other professionals in the learning community) and who actively seeks opportunities to grow professionally.

### DEGREE REQUIREMENTS

<b>General Education Requirements:</b>	<b>Credits</b>
Communication ENG 150, ENG 151, SPH 153	9
Information & Technology Literacy ICT 150	3
Critical Thinking MAT 151, PHSCI 150	7

Global Awareness HIS 170	3
Cultural Competence HIS 162	3
Personal Responsibility PSY 150	3
<b>Total GER credits:</b>	<b>28</b>

#### **Core Foundational Areas:**

HIS 171	3
ENG 250	3
ENG 251	3
PED 280	1
PSY 250	3
BIO 180 and BIO 180L	4
SAM 151 and SAM 151L	4
MAT 250	4
<b>Total Core Foundational credits:</b>	<b>25</b>

#### **Program Requirements:**

ED 157 Introduction to Elementary Curriculum and Instruction	3
ED 215 Introduction to Exceptional Children	3
ED 150 Introduction to Teaching	3
<b>Total Program Requirement Credits</b>	<b>9</b>

#### **Total credits earn for an Associate of Arts Degree with an emphasis in Education:**

General Education Requirements	28
Core Foundational Requirements	25
Program Requirements	9
<b>Total Credits:</b>	<b>62</b>

#### **ASCC B.Ed Admission Requirements:**

ED 240 Instructional Technologies	4
ED 257 Teaching Language Arts to Elementary School Teachers	4
ED 285 Teaching Samoan Language & Culture	4
ED 280 Introduction to Bilingual education	3
<b>Total Credits</b>	<b>15</b>







**ASSOCIATE OF ARTS DEGREE**  
**WITH AN EMPHASIS IN**  
**HUMAN SERVICES**

The program provides courses to students who are interested in pursuing a career in the field of human services. Students are oriented into the human service fields which address the community, social, political, and economic issues. An overview of theoretical and historical perspectives of human services provide a basis for the application of basic helping skills and a broad understanding of the local and national services and programs.

***Program Learning Outcomes:***

1. Demonstrate basic entry level skills required for a variety of human services careers (communication, reporting, interagency consultation, etc.)
2. Apply theory, ethics, and laws to the professional practices of local and national human service agencies.
3. Identify human development at all stages and aspects of life and the respective practices that apply to individuals and groups
4. Analyze how cultural, societal, and environmental impacts affect human relationships and human services.
5. Evaluate various local and national human service agencies in meeting the needs of the population served.

**DEGREE REQUIREMENTS**

<b><i>General Education Requirements</i></b>	<b><i>Credits</i></b>
Communication ENG 150, ENG 151, SPH 153	9
Information & Technology Literacy ICT 150	3
Critical Thinking MAT 151, PHSCI 150/150L	7
Global Awareness (select <u>one</u> ) HIS 150 or HIS 170	3
Cultural Competence HIS 162	3
Personal Responsibility PSY 150 or HEA 150	3
<b><i>Total GER credits:</i></b>	<b><i>28</i></b>

***Core Foundational Areas:***

ENG 251	3
MAT 250	4
Any Physical Education course (PED)	1
PSY 250	3
Select <u>one</u> from the listed Samoan Studies courses: SAM 101(A or B), SAM 111, SAM 151/151L	3-4
Select <u>one</u> from the listed Science courses: BIO 150/150L or BIO 180/180L	4
Select <u>one</u> from the listed Social Science courses: REL 150 or PHIL 150	3
<b><i>Total Core Foundational credits:</i></b>	<b><i>21 - 22</i></b>

***Program Requirements:***

Select twelve (12) credits from one of the following clusters:

**Cluster I**

General Services

HSV 150	Introduction to Human Services	3
HSV 160	Psychological and Achievement Testing	3
HSV 165	Career Development and Information Services	3
HSV 299	Human Services Practicum	2

**Cluster II**

Counseling Services

HSV 155	Introduction to Counseling and Guidance	3
HSV 200	General Counseling	3
HSV 220	Multicultural Guidance and Counseling	3
HSV 250	Survey of Substance Abuse Problems	3
HSV 150	Introduction to Human Services	3
<b><i>Total Program Requirements</i></b>		<b><i>12</i></b>

**Total credits earn for an Associate of Arts Degree  
with an emphasis in Human Services:**

General Education Requirements	28
Core Foundational Requirements	21-22
Program Requirements	<u>12</u>
<b>Total Credits:</b>	<b>61-62</b>



**ASSOCIATE OF ARTS DEGREE  
WITH AN EMPHASIS IN  
MUSIC**

The program for Associate of Arts degree with an emphasis in Music prepares students for a career in music or transferable to a four-year college or university.

***Program Learning Outcomes:***

1. Utilize technical and critical thinking skills to analyze and interpret aspects of the Fine Arts.
2. Promote and appreciate the social and cultural aspects of the arts.
3. Enrich creative ability and develop skills in creating a work of art
4. Demonstrate expressive aspects in the artistic works and to interpret and evaluate such works.
5. Develop career goals and plans, and apply lifelong learning skills for personal and professional growth.

**DEGREE REQUIREMENTS**

<i>General Education Requirements</i>	<i>Credits</i>
Communication ENG 150, ENG 151, SPH 153	9
Information & Technology Literacy ICT 150	3
Critical Thinking MAT 151, PHSCI 150/150L	7
Global Awareness (select <u>one</u> ) HIS 150, or HIS 151, or HIS 170, or HIS 171	3
Cultural Competence HIS 162	3
Personal Responsibility (select <u>one</u> ) PSY 150 or HEA 150	3
<b><i>Total GER credits:</i></b>	<b>28</b>
<b><i>Core Foundational Areas:</i></b>	
ENG 251	3
Select <u>one</u> course according to Global Awareness competency in GER HIS150, HIS 151, HIS 170, HIS 171	3

MAT 250 4

Select one course from listed Arts cluster  
MUS 165, MUS 170\*, MUS 180\* 3

\* Course can be taken repeatedly to earn 3 credits

Physical Education 1

Select one from the listed Science courses 4  
BIO 150/150L, BIO 155/155L, BIO 180/180L,  
MSC 170/170L

Select one from listed Samoan Studies courses 3-4  
SAM 101(A or B), SAM 111, SAM 151/151L, SAM 154

Select one from listed Social Science clusters 3

I. Cultural  
ANT 150, ANT 153, ANT 154, GEO 160

II. Political  
PAD 150, POL 150, POL 160, POL 170

III. Social  
PSY 150, PSY 250, SOC 150

***Total Core Foundational credits*** 24-25

**PROGRAM REQUIREMENTS**

MUS 150 Music Fundamentals	3
MUS 151 Music Theory I	3
MUS 160 Music Literature	3
<b><i>Total Program Requirement credits:</i></b>	<b>9</b>

**Total credits earn for an Associate of Arts Degree  
with an emphasis in Music:**

General Education Requirements	28
Core Foundational Requirements	24 – 25
Program Requirements	9
<b>Total Credits:</b>	<b>61-62</b>





**ASSOCIATE OF ARTS DEGREE  
WITH EMPHASIS IN  
POLITICAL SCIENCE**

The Associate of Arts Degree with an emphasis in Political Science studies the ways people create and use government. The degree focus area sensitizes students to the reality of the politically and culturally diverse world outside their academic pursuits is the basis of their education, and encourages them to relate and apply the course materials, and program, to their daily lives.

The Associate of Arts degree with an emphasis in Political Science prepares students for basic entry level careers in law, government and further higher education at off-island colleges and universities' in any social sciences degree program. The degree promotes intellectual, social and personal growth in the liberal arts tradition.

***Program Learning Outcomes:***

1. Identify and analyze basic structures and functions of government at the national, state, and local levels.
2. Identify and analyze classic and contemporary political theories.
3. Identify and analyze international relations theories of power, war, and peace.
4. Utilize commonly-used statistical procedures to analyze Political Science datasets.
5. Apply social science research methodology to research a significant research question in Political Science.
6. Identify and analyze concepts and events in one of the following areas: American Samoa Government, American Government and Public Policy, International Relations, or Public Law-Political Philosophy.
7. Develop career goals and plans, and apply lifelong learning skills for personal and professional growth.

**DEGREE REQUIREMENTS**

<i>General Education Requirements</i>	<i>Credits</i>
Communication ENG 150, ENG 151, SPH 153	9
Information & Technology Literacy ICT 150	3

Critical Thinking MAT 151, PHY 150/150L	7
Global Awareness (select one) HIS 150 or HIS 170	3
Cultural Competence HIS 162	3
Personal Responsibility PSY 150	3
<b>Total GER credits:</b>	<b>28</b>

***Core Foundational Areas:***

ENG 251 Sophomore Composition	3
MAT 250 College Algebra and Trigonometry	4
Any Physical Education course (PED)	1
Select <u>one</u> from the listed Samoan Studies course:	3 - 4
SAM 101 Conversational Samoan (A or B)	
SAM 111 Introduction to the Samoan Language	
SAM 151/151L Freshman Samoan	
Select <u>one</u> from the listed Science course:	4
BIO 150/150L Introduction to Biological Science	
BIO 180/180L Biology I and Lab	4
Select <u>one</u> from the listed Social Science course:	3
HIS 151 American History II	
HIS 171 World Civilization II	
PAD 150 Introduction to Public Administration	
POL 151 Introduction to American Samoa Government	
POL 170 Introduction to Public Policy	
Select <u>one</u> from the listed Humanities course:	3
ART 150 Art History Survey I	
DRA 150 Introduction to Drama	
REL 150 World Religions	
PHIL 150 Introduction to Philosophy	
<b>Total Core Foundational credits:</b>	<b>21 - 22</b>

***Program Requirements:***

POL 150 American Government	3
POL 160 Introduction to American Samoa Government	3
POL 250 Comparative Politics	3
POL 251 International Relations	3
<b>Total Program Requirement credits:</b>	<b>12</b>

**Total credits earn for an Associate of Arts Degree  
with an emphasis in Political Science:**

General Education Requirements	28
Core Foundational Requirements	21-22
Program Requirements	12
<b>Total Credits</b>	<b>61-62</b>



**ASSOCIATE OF ARTS DEGREE**  
**WITH AN EMPHASIS IN**  
**PRE-LAW**

The Associate of Art Degree with an emphasis in Pre Law degree program offers an entry level career position. This program recaps all areas of the legal system in American Samoa and similar opportunities elsewhere. It also addresses study areas in the Criminal Justice System, and critical issues that pertain to the amendments of the United States Constitution. In addition, it provides an opportunity for career upgrade and transfer to other colleges and universities.

**Program Learning Outcomes:**

1. Analyze fact situations and understand case reasoning and rationale.
2. Communicate effectively in both oral and written forms.
3. Think critically, analytically, and logically when conducting case research draw conclusions, and communicate results.
4. Apply acquired knowledge and skills to real life/work situations.
5. Demonstrate how constitutional rights apply to civic duties and ethical issues.

**DEGREE REQUIREMENTS**

<i>General Education Requirements</i>	<i>Credits</i>
Communication ENG 150, ENG 151, SPH 153	9
Information & Technology Literacy ICT 150	3
Critical Thinking MAT 151, PHY 150/150L	7
Global Awareness (Select one credit course) HIS 150 or HIS 170	3
Cultural Competence HIS 162	3
Personal Responsibility PSY 150 or HEA 150	3
<b><i>Total GER credits:</i></b>	<b>28</b>
 <b><i>Core Foundational Areas:</i></b>	
ENG 251	3

MAT 250	4
Any Physical Education course (PED)	1
Select <u>one</u> from the listed Samoan Studies courses: 3-4 SAM 101(A or B), SAM 111, or SAM 151/151L	
Select <u>one</u> from the listed Science courses: BIO 150/150L or BIO 180/180L	4
Humanities: PHIL 150	3
Social Science: <u>Any 3-credit course from Social Science clusters</u>	3
<b><i>Total Core Foundational credits:</i></b>	<b>21-22</b>

***Program Requirements:***

CJ 150 Introduction to Criminal Justice	3
CJ 175 Criminal Investigation	3
CJ 180 Criminal Law	3
CJ 210 Constitutional Law	3
CJ 220 Survey of Law	3
<b><i>Total Program Requirement credits:</i></b>	<b>15</b>

**Total credits earn for an Associate of Arts Degree  
with an emphasis in Pre-Law:**

General Education Requirements	28
Core Foundational Requirements	21-22
Program Requirements	15
<b>Total Credits</b>	<b>64-65</b>

**ASSOCIATE OF ARTS DEGREE**  
**WITH AN EMPHASIS IN**  
**SAMOAN STUDIES**

The Associates of Arts Degree with emphasis in Samoan Studies provides courses to students interested in pursuing a career in education, the public service, social services, private enterprise, journalism, language teaching, Samoan research, interpreting and translation. The Samoan courses promote critical thinking in contemporary and cultural settings. An overview of the complexities in the Fa'asāmoa and Samoan values is pertinent in the discussions. Students will also be enriched with the understanding of cultural diversity locally and internationally.

**Program Learning Outcomes**

1. Develop and apply skills in the area of speaking (during contemporary and cultural settings), writing, reading and listening





2. Develop and apply skills of understanding and interpretations of Samoan Literature
3. Demonstrate skills in executing activities that are endemic to the performance of Samoan material and non-material culture
4. Demonstrate competence and ease in delivering English translations and interpretations of Samoan
5. Develop and utilize a variety of techniques, as well as technological systems, in applying technology skills in conducting research.

### DEGREE REQUIREMENTS

<i>General Education Requirements</i>	<i>Credits</i>
Communication ENG 150, ENG 151, SPH 153	9
Information & Technology Literacy ICT 150	3
Critical Thinking MAT 151, PHY 150/150L	7
Global Awareness (Select one 3-credit course) HIS 150 or HIS 151 or HIS 170 or HIS 171	3
Cultural Competence HIS 162	3
Personal Responsibility PSY 150 or HEA 150	3
<b>Total GER credits:</b>	<b>28</b>
<b>Core Foundational Areas:</b>	
ENG 251	3
MAT 250	4
Any Physical Education course (PED)	1
Select <u>one</u> from the listed Science courses: BIO 150/150L or MSC 160/160L	4
Samoan Studies: SAM 151 & SAM 151L	4
Arts & Humanities: ART 150 or ART 160	3
Social Science: ANT 154 or SOC 150	3
<b>Total Core Foundational credits:</b>	<b>22</b>

### Program Requirements:

A total of Nine (9) credits from any of the following courses:

SAM 154	Introduction to Samoan Literature	3
SAM 172	Samoan Traditional Political Organization	3
SAM 204	Samoan Mythology	3
SAM 244	Theatrical Arts (Faleaitu)	3
SAM 251	Sophomore Samoan Composition	3
SAM 261	Samoan Oratory	3
SAM 271	Samoan Creative Writing	3
SAM 281	Translation	3
SAM 291	Journalism in Samoan	3

**Total Program Requirement credits: 9**

### Total credits earn for an Associate of Arts degree with an emphasis in Samoan Studies:

General Education Requirements	28
Core Foundational Requirements	22
Program Requirements	9
<b>Total Credits:</b>	<b>59</b>





## ASSOCIATE OF SCIENCE DEGREE PROGRAMS

### REQUIREMENTS FOR ASSOCIATE OF SCIENCE DEGREE PROGRAMS

The Associate of Science (AS) Degree provides development and understanding in the content and methodology of the major genres of study, awareness of the traditional cultural aspects of Samoa and the Pacific region and, preparation for students planning on continuing their studies at a four-year college or university.

All Associate of Science degrees require outcomes from General Education, Core Foundational, Co Foundational, and Program Requirements. A minimum of sixty (60) credits is required for an Associate of Science Degree.

### ASSOCIATE OF SCIENCE DEGREE IN ACCOUNTING

The Accounting program provides students with both the theoretical and practical knowledge to understand and explore the accounting cycle, concepts, principles, applications and best ethical practices for business decision-making purposes. It assists students to work on developing communication, interpersonal, computational, leadership, and teamwork skills. This concentration prepares students for both entry and mid-level accounting jobs. In addition, students can pursue opportunities in teaching business education or choose to transfer to higher learning institutions to obtain more advanced accounting degrees.

#### Program Learning Outcomes

1. Write in a clear and organized fashion to explain accounting and management theories, principles, concepts, processes of control, and conclusions
2. Value diversity by listening actively, respectfully and critically to the substance of others' comments while participating in group efforts to seek effectively results in business settings
3. Communicate effectively in diverse business settings and apply best practice to the production of various business documents and reports by using technology effectively

4. Practice required business etiquette to improve workplace performance and ethics
5. Evaluate and recommend the practical application of macroeconomics theories, application of supply and demand, monetary and fiscal policies, competition, monopoly, GDP, GNP, Fed, international trade, firms, production/cost, antitrust and regulation, and the global market
6. Apply acquired knowledge, skills, and competencies legally and ethically to real work situations in Accounting by using technology effectively
7. Assess all aspects of General Accepted Accounting Principles and their application to business situation that provides for the accuracy and integrity of financial data and the safeguarding of business asset.

### DEGREE REQUIREMENTS

<i><b>General Education Requirements:</b></i>	<i><b>Credits</b></i>
Communication ENG 150, ENG 151, SPH 153	9
Information and Technology Literacy ICT 150	3
Critical Thinking MAT 151, PHSCI 150/150L	7
Global Awareness and Cultural Competence HIS 151, HIS 162	6
Personal Development and Responsibility PSY 150	3
<b><i>Total GER credits:</i></b>	<b>28</b>
<i><b>Co-Foundational Requirements</b></i>	
BUS 103 Introduction to Business	3
BUS 150 Financial Math	3
BUS 160 Business Communications	3
BUS 170 Ethics in the Workplace	3
BUS 180 Applied Business Statistics	3
BUS 260 Business Law	3
ACC 150 Principles of Accounting I	3
ACC 151 Financial Accounting	3
<u>MGT 250 Principles of Management</u>	<u>3</u>
<b><i>Total Co-Foundational credits:</i></b>	<b>27</b>



**Program Requirements**

ACC 152A	Payroll and Income Tax	3
ACC 210A	Managerial Accounting	3
ACC 220	Automated Accounting	3
ECO 250A	Principles of Microeconomics	3
<b>Total Program Requirements credits:</b>		<b>12</b>

Information and Technology Literacy	ICT 150	3
Critical Thinking	MAT 151, PHSCI 150/150L	7
Global Awareness and Cultural Competence	Select one 3-credit course HIS 150 or HIS 170	3
	HIS 162	3
Personal Development and Responsibility	PSY 150 or HEA 150	3
<b>Total GER credits:</b>		<b>28</b>

<b>Total credits earn for an Associate of Science in Accounting:</b>	
General Education Requirements	28
Co-Foundational Requirements	27
Program Requirements	12
<b>Total Credits</b>	<b>67</b>

**ASSOCIATE OF SCIENCE DEGREE IN AGRIBUSINESS**

An associate of science degree in Agribusiness is designed to prepare students for careers in the agribusiness segment of the agriculture industry. It provides an understanding of basic business concepts and principles as they relate to the agriculture industry. Students will learn the principles of organization and management in agriculture businesses and the application of these principles in agriculture production. It helps prepare them for employment in commercial agriculture and business serving agriculture.

**Program Learning Outcomes:**

1. Demonstrate an understanding of the different career opportunities in agribusiness.
2. Demonstrate an understanding of the role of marketing & management in agribusiness.
3. Apply the concepts and principles of science and technology needed for work in an agribusiness setting.
4. Utilize a knowledge base in agribusiness to adapt to social and economic changes and challenges.

**DEGREE REQUIREMENTS**

<b>General Education Requirements:</b>	<b>Credits</b>
Communication	
ENG 150, ENG 151, SPH 153	9

**Program & Co-Foundational Requirements: Credits**

AGR 100 I & II	Practical Job Experience	2
AGR 152	Survey of Community and Natural Resources	3
AGE 150	Agriculture Economics	3
ANS A&B	Animal Science	4
BIO 180/180L	Biology I & Lab	4
AGR 250/250L	Introduction to Horticulture & Lab	4
ACC 150	Principles of Accounting I	3
BUS 103	Introduction to Business	3
BUS 150	Financial Math	3
ECO 250A	Principles of Micro Economics	3
MKT 195	Principles of Marketing	3
<b>Total Program &amp; Co-Foundational Credits</b>		<b>35</b>

<b>Total credits earn for an Associate of Science degree in Agribusiness:</b>	
General Education Requirements	28
Program & Co-Foundational Requirements	35
<b>Total credits</b>	<b>63</b>





### ASSOCIATE OF SCIENCE DEGREE IN ARCHITECTURAL DRAFTING

The Architectural Drafting and CAD Technologies curriculum prepares individual with knowledge and skills that can lead to immediate employment in the field of architecture. Students receive instruction in construction document, preparations as well as complete design project. The emphasis in the program is on AutoCAD, technical drawing software used to create construction drawings. Upon completion, graduates have career opportunities within the architectural and construction professions as well as positions in industry and government.

#### ***Program Learning Outcomes:***

1. Demonstrate working knowledge of safety procedures, test instruments, and tools and equipment of their discipline. Therefore, to obtain, analyze and synthesize gathered information necessary to complete an assigned task (s).
2. Attain skills for entry-level employment in their chosen field of study and related fields including work ethics to be successful employee.
3. Utilize appropriate technological tools, terminology and procedures for personal, academic, and career tasks, include access, evaluate from a variety of sources and contexts, including technology.
4. Think critically in evaluating information, solving problems and making decisions; in addition to read and listen actively to learn and communicate.

<b><i>General Education Requirements:</i></b>	<b><i>Credits</i></b>
Communication ENG 150, ENG 151, SPH 153	9
Information and Technology Literacy ICT 150	3
Critical Thinking MAT 151& PHSCI 150/150L	7
Global Awareness and Cultural Competence <i>Select one 3-credit course</i> HIS 150 or HIS 151 or HIS 170 or HIS 171	3

HIS 162	3
Personal Development and Responsibility PSY 150, or HEA 150	3
<b><i>Total GER credits:</i></b>	<b>28</b>

<b><i>Program Requirements:</i></b>	<b><i>Credits</i></b>
ART 160 Design Fundamentals	3
ETP 150 Applied Residential Wiring	5
ADT 150 Architectural Drafting I	3
ADT 160 Introduction to AutoCAD	3
ADT 190 Residential Planning & Design	3
ADT 210 Architectural Drafting III	5
ADT 215 Construction Codes	3
ADT 230 Architectural Drafting IV	4
ADT 251 Electrical Structural Design	4
ADT 260 Advanced Auto Cad	4
ADT 280 Elements of Structural Drawing	3
<u>BPR 200 Blueprint Reading I</u>	<u>3</u>
<b><i>Total Program Credits</i></b>	<b>43</b>

<b>Total credits earn for an Associate of Science degree in Architectural Drafting:</b>	
General Education Requirements	28
<u>Program Requirements</u>	<u>43</u>
<b>Total credits:</b>	<b>71</b>

### ASSOCIATE OF SCIENCE DEGREE IN BUSINESS MANAGEMENT

The program provides opportunities for students to work on developing communication, interpersonal, leadership, management, supervision, teamwork, and organizational skills that are needed in the workplace. This concentration prepares students for both entry and mid-level business position. In addition, it prepares students to transfer to higher learning institutions for more advanced degrees in business.

#### ***Program Learning Outcomes:***

1. Apply acquired knowledge to demonstrate the importance of business and entrepreneurship in the world today.
2. Communicate effectively in diverse business settings both orally, and apply best practices to the production of various business documents and reports by using technology effectively.





3. Evaluate and recommend the practical application of microeconomics and macroeconomics theories, the analysis and policy applications of supply and demand, banking system, monetary and fiscal policies, international trade, and the global economy.
4. Assess and compare the effectiveness of the legal and social environment of business in particular civil and criminal law, consumer protection, contracts, employment, and personal property rights in the local and US legal systems.
5. Demonstrate the ability to effectively collect and analyze business information to support business decisions.
6. Exhibit work ethic and apply effective marketing practices and techniques in a diverse market

### DEGREE REQUIREMENTS

<i>General Education Requirements:</i>	<i>Credits</i>
Communication ENG 150, ENG 151, SPH 153	9
Information and Technology Literacy ICT 150	3
Critical Thinking MAT 151, PHSCI 150/150L	7
Global Awareness and Cultural Competence HIS 151, HIS 162	6
Personal Development and Responsibility PSY 150	3
<b><i>Total GER credits:</i></b>	<b>28</b>

<i>Co-Foundational Requirements:</i>	
ACC 150 Principles of Accounting I	3
ACC 151 Financial Accounting	3
BUS 103 Introduction to Business	3
BUS 150 Financial Math	3
BUS 160 Business Communications	3
BUS 170 Ethics in the Workplace	3
BUS 180 Applied Business Statistics	3
<u>BUS 260 Business Law</u>	<u>3</u>
<b><i>Total Co-Foundational Credits</i></b>	<b>24</b>

### *Program Requirements Areas:*

ECO 250B Principles of Macro Economics	3
MGT 250 Principles of Management	3
MKT 195 Principles of Marketing	3
MKT 255 Human Relations and Organization	3
MKT 212 Marketing and Management Practicum	2
<b><i>Total Program Requirement Credits</i></b>	<b>14</b>

### **Total credits earn for an Associate of Science degree in Business Management:**

General Education Requirements	28
Co-Foundational Requirements	24
<u>Program Requirements</u>	<u>14</u>
<b>Total credits:</b>	<b>66</b>





### ASSOCIATE OF SCIENCE DEGREE IN CIVIL ENGINEERING TECHNOLOGY

The Civil Engineering Technology program equips students with knowledge and technical skills in their vocational specialties, through the issuance of certificate of proficiencies (COP) and Associate of Science (AS) degrees, based on national standards, with input from local, public, and private entities. In addition, TTD develops programs that prepare students for entry-level employment and upgrade skills of incumbent workers, and prepare them for professional licensure and certification. The Trades & Technology Division provides preparatory training for students to further their education and training beyond ASCC.

#### **Program Learning Outcomes:**

1. Demonstrate working knowledge of safety procedures, test instruments, and tools and equipment of their discipline. Therefore, to obtain, analyze and synthesize gathered information necessary to complete an assigned task (s).
2. Attain skills for entry-level employment in their chosen field of study and related fields including work ethics to be successful employee.
3. Utilize appropriate technological tools, terminology and procedures for personal, academic, and career tasks, include access, evaluate from a variety of sources and contexts, including technology.
4. Think critically in evaluating information, solving problems and making decisions in addition to read and listen actively to learn and communicate.

#### **DEGREE REQUIREMENTS**

<b>General Education Requirements:</b>	<b>Credits</b>
Communication ENG 150, ENG 151, SPH 153	9
Information and Technology Literacy ICT 150	3
Critical Thinking MAT 151, PHSCI 150/150L	7
Global Awareness and Cultural Competence HIS 151, HIS 162	6

Personal Development and Responsibility PSY 150	3
<b>Total GER credits:</b>	<b>28</b>

#### **Co-Foundational Areas**

MAT 280 Calculus I	5
<b>Total Co-Foundational credits:</b>	<b>5</b>

#### **Program Requirements:**

ADT 150 Architectural Drafting I	3
ADT 260 Advanced Auto Cad	4
ADT 280 Elements of Structural Drawing	3
CET 150 Plane Surveying I	4
CET 151 Plane Surveying II	4
CET 160 Introduction to Geographic Information Systems	3
CET 261 Construction Management	3
CET 265 Hydraulics	3
CET 270 Land Development	3
CET 299 Cooperative Work Internship	4
<b>Total Program Credits</b>	<b>34</b>

#### **Total credits earn for an Associate of Science degree in Civil Engineering Technology:**

General Education Requirements	28
Co-Foundational Requirements	5
Program Requirements credits	34
<b>Total credits</b>	<b>67</b>





### ASSOCIATE OF SCIENCE DEGREE IN CRIMINAL JUSTICE

A criminal justice associate of science degree program after your entry level career position in all areas of the justice system in American Samoa and similar opportunities elsewhere, it also provides an opportunity for career upgrade and transfer to other colleges and universities. The program addresses study areas in criminal justice such as the social, legal, political, culture, perspectives of the American justice system and its impact on American Samoa and the Pacific regions.

#### ***Program Learning Outcomes:***

1. Analyze fact situations and understand case reasoning and rationale.
2. Apply acquired knowledge and skills to real life/work situations.
3. Express oral and written communication skills to organize, deliver, evaluate information, patterns, and evidence.
4. Conduct case research, draw conclusions, communicate results and apply findings
5. Demonstrate an appreciation of the Constitution, statutes, and case laws
6. Evaluate the effects of technology on investigation, case management, and presentation.
7. Demonstrate how basic constitutional rights as they apply to civic duties and ethical conduct for everyday living in a law and other community.

<b><i>General Education Requirements:</i></b>	<b><i>Credits</i></b>
Communication ENG 150, ENG 151, SPH 153	9
Information and Technology Literacy ICT 150	3
Critical Thinking MAT 151, PHSCI 150/150L	7
Global Awareness and Cultural Competence HIS 151, HIS 162	6
Personal Development and Responsibility PSY 150	3
<b><i>Total GER credits:</i></b>	<b>28</b>

#### ***Program Requirements:***

A total of twenty four (27) credits from any of the following courses

CJ 150	Introduction to Criminal Justice	3
CJ 155	Traffic Functions	3
CJ 160	Patrol Operations	3
CJ 165	Introduction to Probation and Parole	3
CJ 170	Criminal Evidence	3
CJ 175	Criminal Investigation	3
CJ 180	Criminal Law	3
CJ 190	Juvenile Delinquency	3
CJ 195	Introduction to Corrections	3
CJ 200	Comparative Justice	3
CJ 210	Constitutional Law	3
CJ 215	Foundations in Criminology	3
CJ 220	Survey of Law	3
CJ 230	Criminal Justice Administration and Organization	3
CJ 240	Police Community Relations	3
CJ 250	Constitutional and Criminal Procedures	3
<b><i>Total Program Credits</i></b>		<b>27</b>

#### ***Elective Credits***

6

(Select from the following elective options for a total of 6 credits hours)

HSV 250	Survey of Substance/ Problem	3
BUS 170	Ethics in the Workplace	3
HSV 155	Intro to Counseling and Guidance	3
<b><i>Total Elective Credits</i></b>		<b>6</b>

<b>Total credits earn for an Associate of Science degree in Criminal Justice:</b>	
General Education Requirements	28
Program Requirements	27
Electives	6
<b>Total credits</b>	<b>61</b>

### ASSOCIATE OF SCIENCE DEGREE IN ELECTRONICS

The Electronics program is designed to provide training for individuals interested in the installation and maintenance of electrical systems found in residential, commercial, and industrial facilities. Electrical training most of which is hands-on will include such topics as AC/DC theory, basic wiring practices, the National Electric Code and other subjects as local needs require. Graduates should qualify for a variety of jobs in the Electronics field as





an on-the-job trained or apprentice, assisting in the layout, installation, and maintenance of electronic systems.

**Program Learning Outcomes:**

1. Demonstrate working knowledge of safety procedures, test instruments, and tools and equipment of their discipline. Therefore, to obtain, analyze and synthesize gathered information necessary to complete an assigned task(s).
2. Attain skills for entry-level employment in their chosen field of study and related fields including work ethics to be a successful employee.
3. To utilize appropriate technological tools, terminology and procedures for personal, academic, and career tasks, include access, evaluate from a variety of sources and contexts, including technology.
4. Information Communication: To think critically in evaluating information, solving problems and making decisions; in addition to read and listen actively to learn and communicate.

<b>General Education Requirements:</b>	<b>Credits</b>
Communication ENG 150, ENG 151, SPH 153	9
Information and Technology Literacy ICT 150	3
Critical Thinking MAT 151, PHSCI 150/150L	7
Global Awareness and Cultural Competence HIS 151, HIS 162	6
Personal Development and Responsibility PSY 150	3
<b>Total GER credits:</b>	<b>28</b>

**Program Requirements:**

ETP 100 Basic Electrical Theory I	3
ELE 150 Electronics I	4
ELE 151 Electronics II	4
ELE 170 Consumers Electric	4
ELE 190 Digital Techniques	4
ELE 202 Computer Systems	4
ELE 299A Electronics Systems Practicum	4

ICT 155 IT Essentials	4
ETP 150 Residential House Wiring	5
<b>Total Program Credits</b>	<b>36</b>

**Total credits earn for an Associate of Science degree in**

**Electronics:**

General Education Requirements	28
Program Requirements credits	36
<b>Total credits</b>	<b>64</b>

**ASSOCIATE OF SCIENCE DEGREE IN  
FAMILY AND CONSUMER SCIENCE**

The associate of science degree in Family & Consumer Science provides a core program for students, preparing them for transfer opportunities in the following areas: human development and family relations, food and nutrition, family economics and resource management, as well as general family and consumer science.

**Program Learning Outcomes:**

1. Demonstrate knowledge of the socioeconomic, cultural, physical and psychological factors that influence that well-being of individuals, families, and communities.
2. Communicate effectively with various groups and individuals in sharing information about family & consumer science.
3. Identify food and nutrition foundation principles and their application to human development.
4. Identify career paths and plans for identifying professional areas of service within the family and consumer sciences profession.

<b>General Education Requirements:</b>	<b>Credits</b>
Communication ENG 150, ENG 151, SPH 153	9
Information and Technology Literacy ICT 150	3
Critical Thinking MAT 151, PHSCI 150/150L	7
Global Awareness and Cultural Competence HIS 151, or HIS 170 and HIS 162	6





Personal Development and Responsibility HEA 150	3
<b>Total GER credits:</b>	<b>28</b>

**Co-Foundational Requirements:**

BUS 103 Intro to Business	3
PSY 150 Intro to Psychology	3
HSV 150 Intro to Human Services	3
<b>Total Co-Foundational Credit:</b>	<b>9</b>

**Program Requirements:**

AGR 100 I & II Practical Job Experience	2
AGR 152 Survey of Community and Natural Resources	3
AGE 150 Agriculture Economics	3
FAM 250 Family Finance	3
FAM 260 Parenting: Models for Guiding & Nurturing Children	3
NUT 150 Nutrition	3
PSY 250 Human Development	3
BIO 180 & 180L Biology I & lab	4
<b>Total Program Credits</b>	<b>24</b>

**Total credits earn for an Associate of Science degree in  
Family and Consumer Science:**

General Education Requirements	28
Co-Foundational Requirements	9
Program Requirements	24
<b>Total credits</b>	<b>61</b>

**ASSOCIATE OF SCIENCE DEGREE  
IN GENERAL AGRICULTURE**

The associate of science degree in General Agriculture focuses on agriculture and related sciences and prepares students to apply specific knowledge, methods, and techniques to the management and performance of agricultural operations.

**Program Learning Outcomes:**

1. Demonstrate an understanding of the different career opportunities in agriculture, community & natural resources
2. Explain the importance of agriculture, community and natural resources to the Samoan culture and the environment of American Samoa

3. Apply the concepts and principles of science and technology for the needs of general agriculture, community and natural resources
4. Utilize a knowledge base in general agriculture to adapt to social and economic changes and challenges
5. Compete in the job market in the field of general agriculture

**Degree Requirements**

<b>General Education Requirements:</b>	<b>Credits</b>
Communication	
ENG 150, ENG 151, SPH 153	9
Information and Technology Literacy	
ICT 150	3
Critical Thinking	
MAT 151, PHSCI 150/150L	7
Global Awareness and Cultural Competence	
HIS 151, or HIS 170 and HIS 162	6
Personal Development and Responsibility	
PSY 150 or HEA 150	3
<b>Total GER credits:</b>	<b>28</b>

**Co-Foundational Requirements:**

BIO 155/155L Ecology & Lab	4
BIO 180/180L Biology I & Lab	4
CHM 150 /150L Chemistry I & Lab	4
<b>Total Co-Foundational Credits</b>	<b>12</b>

**Program Requirements:**

AGR 100 I & II Practical Job Experience	2
AGR 152 Survey of Community and Natural Resources	3
AGE 150 Agriculture Economics	3
AGR 250 Intro to Horticulture	4
ANS 150 A&B Animal Science	4
BUS 103 Intro to Business	3
NRS 180 Forest & Agroforestry	4
<b>Total Program Credits</b>	<b>23</b>

**Total credits earn for an Associate of Science degree in  
General Agriculture:**

General Education Requirements	28
Program Requirements	23
Co-Foundational Requirements	12
<b>Total credits:</b>	<b>63</b>



## ASSOCIATE OF SCIENCE DEGREE IN HEALTH SCIENCE

An Associate of Science Degree in Health Science is a general degree program which prepares students into a health related career. The curriculum includes a broad-based general education courses which allows students to continue studies in a specialized allied health area or a bachelor degree program. The health science program also prepares student with knowledge and skills to obtain immediate job entry into local employment force as a medical support staff or a community health worker

### *Program Learning Outcome:*

1. Demonstrate the basic knowledge and skills required for a variety of health related careers.
2. Analyze medical terminology, theory, ethics, laws, and concepts to the practice in the field of health careers.
3. Assess personal wellness and improve in healthy living lifestyle.
4. Demonstrates knowledge and skills through field work from a health related agency.
5. Demonstrate life-saving skills in American Heart Association or American Red Cross certified CPR.

### Degree Requirements

<i>General Education Requirements:</i>	<i>Credits</i>
Communication ENG 150, ENG 151, SPH 153	9
Information and Technology Literacy ICT 150	3
Critical Thinking MAT 151, PHSCI 150/150L	7
Global Awareness and Cultural Competence HIS 151, or HIS 170 and HIS 162	6
Personal Development and Responsibility PSY 150	3
<b>Total GER credits:</b>	<b>28</b>

### *Program Requirements:*

HEA 140 Introduction to Health Occupations	3
HEA 150 Introduction to Health Science	3

HEA 151 Medical Terminology	3
HEA 152 First Aid and CPR	1
HEA 299 Health Science Practicum	2
<b>Total Program Credits</b>	<b>12</b>

### *Co-Foundational Requirements:*

BIO 180/ 180L Biology I	4
BIO 181/ 181L Biology II	4
BIO 250/ 250L Anatomy and Physiology I	4
CHM 150/150L Chemistry I	4
<b>Total Co-Foundational Credits</b>	<b>16</b>

A total of six to eight (6–8) credits from any of the following courses

ASL 150 American Sign Language I	4
BIO 251/251L Anatomy and Physiology II	4
BIO 255/255L Microbiology	4
CHM 151/151L Chemistry II	4
HSV 250 Survey of Substance Abuse Problems	3
NUT 150 Nutrition	3
PHM 200 General Pharmacology	4
HEA 250 Introduction to Development Disabilities	3
PHY 151/151L Physics I & Laboratory	4
PSY 250 Human Development	3
<b>Total Co-Foundational Credits</b>	<b>22-24</b>

### **Total credits earn for an Associate of Science degree in Health Science:**

General Education Requirements	28
Program Requirements	12
Co-Foundational Requirements	22-24
<b>Total credits</b>	<b>62-64</b>





### ASSOCIATE OF SCIENCE DEGREE IN NATURAL RESOURCES

An associate of science degree in Natural Resources provides a foundation in the natural sciences, with a focus on the biological and physical science aspects of managing natural resources. Emphasis is also on the social, cultural and economic aspects of managing natural resources and the environment.

#### *Program Learning Outcomes:*

1. Demonstrate an understanding of the different career opportunities in agriculture, community & natural resources
2. Explain the importance of agriculture, community and natural resources to the Samoan culture and the environment of American Samoa
3. Apply the concepts and principles of science and technology for the needs of agriculture, community and natural resources
4. Apply critical thinking and problem-solving skills in natural resource management

#### Degree Requirements

<i>General Education Requirements:</i>	<i>Credits</i>
Communication	
ENG 150, ENG 151, SPH 153	9
Information and Technology Literacy	
ICT 150	3
Critical Thinking	
MAT 151, PHSCI 150/150L	7
Global Awareness and Cultural Competence	
HIS 151, or HIS 170 and HIS 162	6
Personal Development and Responsibility	
PSY 150	3
<b>Total GER credits:</b>	<b>28</b>

#### *Program Requirements:*

AGR 100 I&II Practical Job Experience	2
AGR 152 Survey of Community and Natural Resources	3
BIO 155 Ecology	4
BIO 180/180L Biology I	4
MSC 160 Natural Marine Resources	3
AGR197/MS197 Poly. Cultural & Natural	

Resource Learning Project	3
AGR 200/MS1200 Into to Aquaculture	3
AGR 297/ MS12297 Environmental Service Learning Exchange	2
NRS 180 Forests and Agroforestry	4
NRS 200 Natural Resources	4
NRS 250 Environmental Studies	3
<b>Total Program Credits</b>	<b>35</b>

#### **Total credits earn for an Associate of Science degree in Natural Resources:**

General Education Requirements	28
<u>Program Requirements</u>	<u>35</u>
<b>Total credits</b>	<b>63</b>

### ASSOCIATE OF SCIENCE DEGREE IN NURSING

The Associate of Science Degree in Nursing is designed to prepare students for the nursing profession. Students are given theoretical instructions and an opportunity to demonstrate clinical application of nursing skills as they prepare for entry level practice as registered nurses. The LPN transitioning to the ASN program or direct entry student without nursing experience are required to complete the General Education Requirements (GER) and pre-requisites listed for the ASN program, and co-requisites as specified. Furthermore, the ASN program is approved by the American Samoa Health Services Regulatory Board that grants the graduate eligibility to take the National Council Licensure Examination (NCLEX) for the Registered Nurse (RN). The ASN program also provides the foundation for an off-island Bachelor of Science in Nursing (BSN). Successful completion of these Registry Examinations enables the nurse to practice in the United States accredited hospitals and Public Health agencies within American Samoa, as well as other U.S. territories.

#### *Program Learning Outcomes:*

1. Utilize the nursing process in the care of clients with needs resulting from altered states of wellness.
2. Demonstrate the ability to communicate effectively with clients, family, and members of the healthcare team.





3. Demonstrate accuracy in writing skills through written care plans and legal documentation.
4. Utilize nursing knowledge, skills, and current technology to provide and promote safe nursing practice and critical thinking skills in the care of clients throughout the life span development.
5. Demonstrate knowledge and 100% calculation of medication administration and Intravenous fluids in the care of clients.
6. Develop an awareness of cultural and ethnic factors that influence clients' responses to illness.
7. Utilize various methods of teaching that is appropriate to learning needs of clients, families and staff, and to cultural values and beliefs, and level of life span development.
8. Demonstrate the ability to function within the legal parameters and ethical principles that influence clients' responses to illness in a variety of health care environments.
9. Provide safe and competent nursing care based on integration of facts and principles of biological psychological, sociological, cultural and spiritual functioning of clients.
10. Demonstrate sound leadership principles based planning, managing, and delivering health care in interdisciplinary teams, including delegation and supervision of nursing care being delivered by others.
11. Demonstrate responsibility and accountability for own learning and for participation in community and professional standards of nursing.

### Degree Requirements

<i>General Education Requirements:</i>	<i>Credits</i>
Communication ENG 150, ENG 151, SPH 153	9
Information and Technology Literacy ICT 150	3
Critical Thinking MAT 151, PHSCI 150/150L	7
Global Awareness and Cultural Competence HIS 151, or HIS 170 and HIS 162	6
Personal Development and Responsibility PSY 150	3
<b>Total GER credits:</b>	<b>28</b>

### *Program Requirements:*

NUR 150/150L	Fundamentals of Nursing	7
NUR 205/250L	Adult Health I	7
NUR 206	Issues and Trends in Nursing	2
NUR 207/207L	Adult Health II	7
PHM 200	General Pharmacology	4
NUR 203/ 203L	Maternal Newborn	6
NUR 204/ 204L	Nursing of Children	6
NUR 208/208L	Mental Health/ Psychiatric Nursing	6
NUR 211/ 211L	Community Health Nursing	6
<b>Total Program Credits:</b>		<b>51</b>

### **Total credits earn for an Associate of Science degree in Nursing:**

General Education Requirements	28
Program Requirements	51
<b>Total Credits</b>	<b>79</b>







**ASSOCIATE OF SCIENCE DEGREE  
IN MARINE SCIENCE**

The Associate of Science degree in Marine Science provides students with a strong platform in basic physical and life sciences with a focus in marine science from which they can confidently pursue higher education in the sciences or enter the job market. Students gain a broad understanding of the physical and biological forces driving the world's oceans and an appreciation of the importance of marine ecosystems to the world's environment, climate and daily human life.

**Program Learning Outcomes**

1. Competence in comprehending, interpreting, evaluating, and application of physical and biological scientific data.
2. Competence in demonstrating logical, conceptual, analytical and critical modes of thinking.
3. Demonstrate logical problem-solving through analyzing data patterns and functional relationships to answer questions and determine causes.
4. Comprehend and apply scientific concepts across disciplines utilizing a variety of techniques and technologies.
5. Demonstrate the ability to function successfully in laboratory and field settings in order to produce quality scientific research following the scientific method.

**Degree Requirements**

<b><i>General Education Requirements:</i></b>	<b><i>Credits</i></b>
Communication ENG 150, ENG 151, SPH 153	9
Information and Technology Literacy ICT 150	3
Critical Thinking MAT 151, PHSCI 150/150L	7
Global Awareness and Cultural Competence HIS 151, or HIS 170 and HIS 162	6

Personal Development and Responsibility PSY 150	3
<b><i>Total GER credits:</i></b>	<b>28</b>

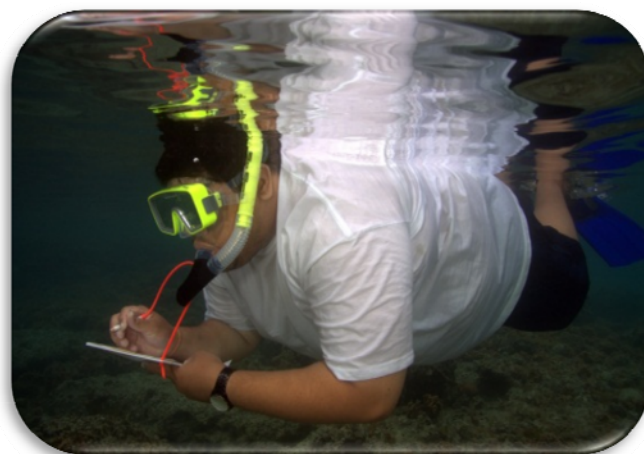
***Co-Foundational Requirements***

English ENG 251	3
Math MAT 250 or MAT 280	4-5
PE MSC110/PED170	1
Life Science BIO 180 & BIO 180L	4
Physical Science CHM 150 & CHM 150L	4
<b><i>Total Co-Foundational Credits</i></b>	<b>16-17</b>

***Elective Requirement***

A total of three to four (3-4) credits from any of the following courses

MSC 200	3
MSC 220	3
CET 160	3
MSC 100, MSC 201, & MSC 202 (1credit each)	3
CHM151 & CHM151L	4
PHY151 & PHY 151 L	4
<b><i>Total Elective Credits</i></b>	<b>3-4</b>





**Program Requirements:**

MSC 150/150L Introduction to Oceanography	4
MSC 280 Marine Science Special Projects	2
MSC 170/170L Introduction to Marine Biology	4
MSC 160 Natural Marine Resources	3
<b>Total Program Credits</b>	<b>13</b>

**Total credits earn for an Associate of Science degree in Marine Science:**

General Education Requirements	28
Program Requirements	13
Co-Foundational Requirements	16-17
Elective Requirements	3-4
<b>Total credit</b>	<b>60-62</b>



**CERTIFICATE OF PROFICIENCY**

**REQUIREMENTS FOR  
CERTIFICATE OF PROFICIENCY**

The Certificate of Proficiency is offered by a number of programs of study, and is intended for students preparing for immediate employment, or students currently working and seeking a career upgrade.

A minimum of 30 credits is required for a Certificate of Proficiency. The **general education requirements** for a Certificate of Proficiency are comprised of one (1) English course and one (1) Math course specified by the selected program of study [150 or higher]. The remaining courses required to obtain a minimum of 30 credits for graduation are the **program requirements**, specified by individual Certificate Programs.

**CERTIFICATE OF PROFICIENCY IN  
ACCOUNTING**

<b>General Education Requirements:</b>		<b>Credits</b>
English	ENG 151	3
Math	MAT 151	<u>3</u>
		<b>6</b>

**Program Requirements:**

ACC 150	Principles of Accounting I	3
ACC 151	Financial Accounting	3
ACC 152A	Payroll and Income Tax	3
BUS 103	Introduction to Business	3
BUS 150	Financial Math	3
BUS 160	Business Communications	3
BUS 170	Ethics in the Workplace	3
BUS 180	Business Statistics	3
ECO 250A	Principles of Micro Economics	<u>3</u>
<b>Total Program Credits</b>		<b>27</b>

**Total credits earn for a Certificate of Proficiency in Accounting:**

General Education Requirements	6
Program Requirements	<u>27</u>
<b>Total Credits</b>	<b>33</b>



**CERTIFICATE OF PROFICIENCY IN  
AIRCONDITIONING & REFRIGERATION**

<i>General Education Requirements:</i>		<i>Credits</i>
English	ENG 150	3
Math	MAT 155	3
Science	PHSCI 150	4
		10

***Program Requirements:***

ETP 100	Basic Electrical Theory I	3
ETP 120	Basic Electrical Theory II	4
BPR 200	Blueprint Reading	3
ACR 100	Introduction to Air Conditioning and Refrigeration	3
ACR 140	Intermediate Air Conditioning and Domestic Cooling System	5
<u>ACR 180</u>	<u>Domestic &amp; Commercial Refrigeration</u>	<u>5</u>
<b><i>Total Program Credits</i></b>		<b>23</b>

**Total credits earn for a Certificate of Proficiency in Air Conditioning and Refrigeration:**

General Education Requirements	10
Program Requirements	23
<b>Total Credits</b>	<b>33</b>

**CERTIFICATE OF PROFICIENCY IN  
ARCHITECTURAL DRAFTING**

<i>General Education Requirements:</i>		<i>Credits</i>
English	ENG 151	3
Math	MAT 250	4
Computers	ICT 150	3
		10

***Program Requirements:***

ADT 150	Architectural Drafting I	3
ADT 160	Introduction to AutoCAD	3
ADT 190	Residential Planning & Design	3
ADT 210	Architectural Drafting II	5
ADT 215	Construction Codes	3
ADT 251	Electrical Structural Design	4
ADT 260	Advanced AutoCAD	4
ADT 280	Elements of Structural Drawing	3
<u>BPR 200</u>	<u>Blueprint Reading I</u>	<u>4</u>
<b><i>Total Program Credits</i></b>		<b>32</b>

**Total credits earn for a Certificate of Proficiency in Architectural Drafting:**

General Education Requirements	10
Program Requirements	32
<b>Total Credits</b>	<b>42</b>

**CERTIFICATE OF PROFICIENCY  
IN AUTO BODY REPAIR**

<i>General Education Requirements:</i>		<i>Credits</i>
English	ENG 150	3
Math	MAT 155	3
		6

***Program Requirements:***

ABR 100	Introduction to Automotive Collision	3
ABR 140	Welding and Cutting	6
ABR 170	Electrical and Electronic Mechanical Systems	6
ABR 180	Vehicle Glass Door and Hardware	3
ABR 190	Trim Panel and Assemblies	3
ABR 250	Minor Body Repairs	4
ABR 255	Full and Partial Panel Replacement	4
ABR 265	Corrosion Body Fillers and Plastic Repairs	4
ABR 270	Surface Preparations for Refinishing	3
ABR 275	Equipment Preparations and Maintenance for Refinishing	3
ABR 280	Blending Colors and Auto Finishes	3
<u>ABR 290</u>	<u>Applying the Finish</u>	<u>4</u>
<b><i>Total Program Credits</i></b>		<b>46</b>

**Total credits earn for a Certificate of Proficiency in Auto Body Repair:**

General Education Requirements	6
Program Requirements	46
<b>Total Credits</b>	<b>52</b>

**CERTIFICATE OF PROFICIENCY IN BASIC  
AUTOMOTIVE TECHNOLOGY**

<i>General Education Requirements:</i>		<i>Credits</i>
English	ENG 150	3
Math	MAT 155	3
		6

***Program Requirements:***

AUTO 100	Fundamentals of Auto Mechanics	3
AUTO 172	Automotive Engine Performance	9
AUTO 174	Automotive Braking System	6
AUTO 176	Automotive Steering and Suspension	6



<u>AUTO 178 Automotive Electrical/Electronics</u>	<u>9</u>
<b>Total Program Credits</b>	<b>33</b>

**Total credits earn for a Certificate of Proficiency in Basic Automotive Technology:**

General Education Requirements	6
<u>Program Requirements</u>	<u>33</u>
<b>Total Credits</b>	<b>39</b>

**CERTIFICATE OF PROFICIENCY IN  
ADVANCED AUTOMOTIVE TECHNOLOGY**

<i>General Education Requirements:</i>	<i>Credits</i>
English ENG 150	3
Math MAT 155	3
Computers ICT 150	<u>3</u>
	<b>9</b>

***Program Requirements:***

AUTO 250 Advanced Auto Engine Performance	3
AUTO 280 Automotive Engine Diagnosis and Repair	6
AUTO 282 Automotive Transmission, Transaxle and Drive train	9
AUTO 284 Automotive Cooling/Heating & Air Conditioning	<u>5</u>
<b>Total Program Credits</b>	<b>23</b>

**Total credits earn for a Certificate of Proficiency in Advanced Automotive Technology:**

General Education Requirements	9
<u>Program Requirements</u>	<u>23</u>
<b>Total Credits</b>	<b>32</b>

**CERTIFICATE OF PROFICIENCY  
IN BUSINESS MANAGEMENT**

<i>General Education Requirements:</i>	<i>Credits</i>
English ENG 151	3
Math MAT 151	<u>3</u>
	<b>6</b>

***Program Requirements:***

ACC 150 Principles of Accounting I	3
BUS 103 Introduction to Business	3
BUS 150 Financial Math	3
BUS 160 Business Communications	3
BUS 170 Ethics in the Workplace	3
BUS 180 Applied Business Statistics	3
ECO 250B Principles of Macro Economics	3

MGT 250 Principles of Management	3
<u>MKT 195 Principles of Marketing</u>	<u>3</u>
<b>Total Program Credits</b>	<b>27</b>

**Total credits earn for a Certificate of Proficiency in Business Management:**

General Education Requirements	6
<u>Program Requirements</u>	<u>27</u>
<b>Total Credits</b>	<b>33</b>

**CERTIFICATE OF PROFICIENCY  
IN CIVIL ENGINEERING TECHNOLOGY**

<i>General Education Requirements:</i>	<i>Credits</i>
English ENG 150, ENG 151, SPH 153	9
Math MAT 150 or MAT 280	<u>3-5</u>
	<b>12-14</b>

***Program Requirements:***

ADT 160 Introduction to AutoCAD	3
ADT 251 Electrical Structural Design	4
ADT 280 Elements of Structural Drawing	3
CET 150 Plane Surveying I	4
CET 151 Plane Surveying II	4
CET 160 Introduction to Geographic Information Systems	3
CET 261 Construction Management	3
CET 265 Hydraulics	3
<u>CET 270 Land Development</u>	<u>3</u>

<b>Total Program Credits</b>	<b>30</b>
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**Total credits earn for a Certificate of Proficiency in Civil Engineering Technology:**

General Education Requirements	12-14
<u>Program Requirements</u>	<u>30</u>
<b>Total Credits</b>	<b>42-44</b>

**CERTIFICATE OF PROFICIENCY  
IN CARPENTRY**

<i>General Education Requirements:</i>	<i>Credits</i>
Computer ICT 150	3
English ENG 151	3
Math MAT 155	<u>3</u>
	<b>9</b>

***Program Requirements:***

ADT 160 Introduction to AutoCAD	3
CARP 100 Hand Tools and Power Tools	3
CARP 120 Plans, Building Code and Specifications	3
CARP 150 Footing and Foundations	4





CARP 160	Walls, Ceilings and Framing	4
CARP 200	Exterior Doors, Windows & Trim	4
CARP 220	Interior Floors and Finishes	5
CARP 270	Remodeling & Renovations	6
<b>Total Program Credits</b>		<b>32</b>

ETP 100	Basic Electrical Theory I	3
ETP 120	Basic Electrical Theory II	4
ETP 130	National Electrical Code (NEC)	3
ETP 150	Residential House Wiring	5
ETP 299	Cooperative Work Internship	4
<b>Total Program Credits</b>		<b>25</b>

**Total credits earn for a Certificate of Proficiency in  
Carpentry:**

General Education Requirements	9
Program Requirements	32
<b>Total Credits</b>	<b>41</b>

**Total credits earn for a Certificate of Proficiency in  
Automotive Technology:**

General Education Requirements	9
Program Requirements	25
<b>Total Credits</b>	<b>34</b>

**CERTIFICATE OF PROFICIENCY  
IN DIESEL ENGINES**

<i>General Education Requirements:</i>		<i>Credits</i>
English	ENG 151	3
Math	MAT 155	3
		<u>6</u>
<i>Program Requirements:</i>		
DISL 100	Introduction to Diesel Engines	3
DISL 150	Brakes, Air (Pneumatic) and Hydraulic Systems	3
DISL 160	Heavy Duty Electrical/Electronic Systems	5
DISL 162	Diesel Fuel Injection and Computerized Systems	5
DISL 200	Small to Medium (Compact) Diesel Engines	5
DISL 250	Heavy Duty Diesel Engines	5
<b>Total Program Credits</b>		<b>26</b>

**CERTIFICATE OF PROFICIENCY IN  
ELECTRONICS**

<i>General Education Requirements:</i>		<i>Credits</i>
English	ENG 151	3
Math	MAT 155	3
		<u>6</u>
<i>Program Requirements:</i>		
ELE 150	Electronics I	4
ELE 151	Electronics II	4
ELE 170	Consumer Electric	4
ELE 190	Digital Techniques	4
ELE 201	Communication Systems	4
ELE 202	Computer System	4
ELE 299A	Electronic System Practicum	4
<b>Total Program Credits</b>		<b>28</b>

**Total credits earn for a Certificate of Proficiency in  
Diesel Engines:**

General Education Requirements	6
Program Requirements	26
<b>Total Credits</b>	<b>32</b>

**Total credits earn for a Certificate of Proficiency in  
Electronics:**

General Education Requirements	6
Program Requirements	28
<b>Total Credits</b>	<b>34</b>

**CERTIFICATE OF PROFICIENCY  
IN ELECTRICITY TECHNOLOGY**

<i>General Education Requirements:</i>		<i>Credits</i>
English	ENG 150	3
Math	MAT 155	3
Computer	ICT 150	3
		<u>9</u>
<i>Program Requirements:</i>		
ADT 160	Introduction to AutoCAD	3
BPR 200	Blueprint Reading I	3





**CERTIFICATE OF PROFICIENCY IN  
ELECTRONICS – COMMUNICATION SYSTEMS**

<i>General Education Requirements:</i>		<i>Credits</i>
English	ENG 151	3
Math	MAT 155	<u>3</u>
		6

***Program Requirements:***

ADT 160	Introduction to AutoCAD	3
ELE 150	Electronics I	4
ELE 151	Electronics II	4
ELE 190	Digital Techniques	4
ELE 201	Communication Systems	4
ELE 299B	Communication Systems Practicum	4
ETP 100	Electrical Basic Theory I	3
ICT 150	Introduction to Computers	<u>3</u>
<b>Total Program Credits</b>		<b>29</b>

**Total credits earn for a Certificate of Proficiency in  
Electronic-Communication Systems:**

General Education Requirements	6
Program Requirements	<u>29</u>
<b>Total Credits</b>	<b>35</b>

**CERTIFICATE OF PROFICIENCY IN  
ELECTRONICS – COMPUTER SYSTEMS**

<i>General Education Requirements:</i>		<i>Credits</i>
English	ENG 151	3
Math	MAT 155	<u>3</u>
		6

***Program Requirements:***

ADT 160	Introduction to AutoCAD	3
ELE 150	Electronics I	4
ELE 151	Electronics II	4
ELE 190	Digital Techniques	4
ELE 299C	Computer System Practicum	4
ETP 100	Electrical Basic Theory I	3
ICT 155	IT Essentials	4
ICT 150	Introduction to Computers	<u>3</u>
<b>Total Program Credits</b>		<b>34</b>

**Total credits earn for a Certificate of Proficiency in  
Electronic-Computer Systems:**

General Education Requirements	6
Program Requirements	<u>34</u>
<b>Total Credits</b>	<b>40</b>

**CERTIFICATE OF PROFICIENCY  
IN ELEMENTARY EDUCATION**

<i>General Education Requirements:</i>		<i>Credits</i>
English	ENG 150	3
Math	MAT 155	<u>3</u>
		6

***Program Requirements:***

ED 150	Introduction to Teaching	3
ED 157	Introduction to Elementary Curriculum and Instruction	3
ED 215	Introduction to Exceptional Children	3
ED 257	Teaching Language Arts to Elementary School Teachers	4
ICT 150	Introduction to Computers	3
PSY 150	Introduction to Psychology	3
PSY 250	Human Development	3
SPH 153	Introduction to Speech	<u>3</u>
<b>Total Program Credits</b>		<b>27</b>

**Total credits earn for a Certificate of Proficiency in  
Elementary Education:**

General Education Requirements	6
Program Requirements	<u>27</u>
<b>Total Credits</b>	<b>33</b>

**CERTIFICATE OF PROFICIENCY IN  
GUIDANCE AND COUNSELING**

<i>General Education Requirements:</i>		<i>Credits</i>
English	ENG 151	3
Math	MAT 150 or Higher	<u>3-5</u>
		6-8

***Program Requirements:***

HEA 250	Introduction to Development Disabilities	3
HSV 165	Career Development and Information	3
HSV 220	Multicultural Guidance and Counseling	3
HSV 155	Introduction to Counseling and Guidance	3
HSV 160	Psychological and Achievement Testing	3
HSV 200	General Counseling I	3
HSV 250	Survey of Substance Abuse Problems	3



HSV 299	Human Services Practicum	2
PSY 250	Human Development	3
<b>Total Program Credits</b>		<b>26</b>

**Total credits earn for a Certificate of Proficiency in Guidance and Counseling:**

General Education Requirements	6-8
Program Requirements	26
<b>Total Credits</b>	<b>32-34</b>

**CERTIFICATE OF PROFICIENCY IN INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) – ELECTRONIC OFFICE OPTION**

**General Education Requirements: Credits**

English	ENG 151	3
Math	MAT 250	4
		7

**Program Requirements:**

ELE 150	Electronic Theory I	4
ETP 100	Basic Electrical Theory	3
ICT 155	IT Essentials	4
ICT 150	Introduction to Computers	3
ICT 161	Networking for Home & Small Business	4
ICT 170	Microcomputer Applications	3
ICT 210	Operating Systems Technology	3
ICT 270	Advanced Office Applications	3
<b>Total Program Credits</b>		<b>27</b>

**Total credits earn for a Certificate of Proficiency in Information and Communication Technology-Electronic Office:**

General Education Requirements	7
Program Requirements	27
<b>Total Credits</b>	<b>34</b>

**CERTIFICATE OF PROFICIENCY IN MARINE OPTION PROGRAM (MOP)**

**General Education Requirements: Credits**

English	ENG 150	3
Math	MAT 155 or MAT 250 or MAT 280	3-5
		6-8

**Program Requirements:**

MSC 100	MOP Seminar	1
MSC 160	Natural Marine Resources	3

MSC 201	MOP Skills Project	1
MSC 202	MOP Service Learning	1
		6

A total of Twenty Four (24) credits from any of the following courses:

*Agriculture & Life Science*

AGR 152	Survey of Community and Natural Resources	3
AGR 197/	Polynesian Culture and Natural Resources Learning Project	3
AGR 297/	Environmental Service Learning	2
MSC 297	Exchange	4
NRS 200	Natural Resources	3
NRS 250	Environmental Studies	3

*Education*

ED 240	Instructional Technologies	4
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*Health & Human Services*

HEA 152	Standard First Aid and CPR	1
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*Physical Education*

PED 170/	Swimming	1
MSC 110		

*Languages & Literature*

LIT 276	Pacific Literature	3
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*Marine Science*

MSC 150	Introduction to Oceanography	4
MSC 155	Environmental Geology	4
MSC 170	Introduction to Marine Biology	3
MSC 200	Introduction to Aquaculture	3
MSC 220	Introduction to Fisheries Management	3
MSC 280	Marine Science Special Projects	2



*Science*

BIO 155/1551 Ecology & Lab	4
BIO 150/150L Intro to Biological Science & Lab	4
CHM 150/150L Chemistry I & Lab	4
PHSCI 150/ 150L Physical Science & Lab	4

*Samoan Studies*

SAM 152 Introduction to Samoan Culture	3
SAM 204 Samoan Mythology	3

*Social Science*

ANT 153 Introduction to Archaeology	3
ANT 210 Archaeological Field School	6
GEO 161 Pacific Geography	3
HIS 162 Pacific History	3

*Trades and Technologies*

CET 160 Introduction to Geographic Information Systems	3
CET 265 Hydraulics	3
CET 270 Land Development	3

**Total Program Credits** 24

**Note: This certificate follows the principles of UH MOP and is recognized by Colleges and Universities in Hawaii.**

**Total credits earn for a Certificate of Proficiency in Marine Options Program:**

General Education Requirements	6-8
Program Requirements	24
<b>Total Credits</b>	<b>30-32</b>

**CERTIFICATE OF PROFICIENCY IN NETWORKING & COMPUTING**

**General Education Requirements: Credits**

English	ENG 150 & 151	6
Math	MAT 155	3
		9

**Program Requirements:**

ETP 100	Basic Electricity Theory I	3
ICT 150	Introduction to Computers	3
ICT 155	IT Essentials	4
ICT 161	Networking for Home & Small Businesses	4
ICT 162	Working at a Small to Medium Business or ISP	4
ICT 170	Microcomputer Application	3
ICT 261	Introduction to Routing & Switching in the Enterprise	4

ICT 262	Designing & Supporting Computer Networks	4
ICT 270	Advanced Office Applications	3
<b>Total Program Credits</b>		<b>32</b>

**Total credits earn for a Certificate of Proficiency in Networking & Computing:**

General Education Requirements	9
Program Requirements	32
<b>Total Credits</b>	<b>41</b>

**CERTIFICATE OF PROFICIENCY IN PRACTICAL NURSING**

**General Education Requirements: Credits**

English	ENG 151	3
Math	MAT 151	3
		6

**Program Requirements:**

NUR 150/150L	Fundamentals of Nursing	7
NUR 155	Nursing Perspectives	2
PHM 150	Clinical Pharmacology	3
NUR 180	Introduction to Adult Health	9
NUR 180L	Clinical Lab	7
NUR 190	Family Child Nursing	5
NUR190L	Clinical Lab	3
<b>Total Program Credits</b>		<b>36</b>

**Total credits earn for a Certificate of Proficiency in Nursing:**

General Education Requirements	6
Program Requirements	36
<b>Total Credits</b>	<b>42</b>







**CERTIFICATE OF PROFICIENCY IN  
WELDING**

<i>General Education Requirements:</i>		<i>Credits</i>
English	ENG 150	3
Math	MAT 155	<u>3</u>
		6
 <i>Program Requirements:</i>		
WLD 100	Welding Fundamentals and Metallurgy	3
WLD 160	Introductions to Oxyacetylene Welding	5
WLD 170	Introduction to Basic Shielded Metal Arc	5
WLD 190	Advanced Oxyacetylene Welding	6
WLD 260	Advanced Shielded Metal Arc Welding	6
WLD 270	Gas Metal Arc Welding (MIG)	6
WLD 280	Gas Tungsten Arc Welding (TIG)	6
WLD 290	Special Welding Processes	6
<b><i>Total Program Credits</i></b>		<b>43</b>



**Total credits earn for a Certificate of Proficiency in  
Welding:**

General Education Requirements	6
Program Requirements	<u>43</u>
<b>Total Credits</b>	<b>49</b>





# ACADEMIC DEPARTMENTS

- ❁ **Agriculture, Community and Natural Resources**
- ❁ **Business**
- ❁ **College Life Planning**
- ❁ **Criminal Justice**
- ❁ **English Language Institute**
- ❁ **Fine Arts**
- ❁ **Health & Human Services**
- ❁ **Languages and Literature**
- ❁ **Mathematics**
- ❁ **Nursing**
- ❁ **Physical Education**
- ❁ **Army Reserve Officers Training Corps**
- ❁ **Samoan Studies**
- ❁ **Science / Marine Science**
- ❁ **Social Science**
- ❁ **Trades and Technology Division**



## AGRICULTURE, COMMUNITY AND NATURAL RESOURCES

### AGRICULTURE, COMMUNITY AND NATURAL RESOURCES DEPARTMENT MISSION STATEMENT

The mission of the Agriculture Community and Natural Resources Department (ACNR) of the American Samoa Community College is to provide educational services in general agriculture, agribusiness, family and consumer sciences, and natural resources management. ACNR currently offers Associate of Science Degree with an emphasis in these areas. Courses are designed to serve both full-time and part-time students including those who may wish to transfer to four year institutions. The department strives to provide a solid educational foundation that will enable the students to succeed in their academic and career goals.

#### COMMUNITY ADVISORY COUNCIL:

Mr. Peter Gurr, DOA; Mr. Ikenasio Sagaga, ASEPA; Mr. Tavita Togia, NPS; Mrs. Fiasili Haleck, Business; Mrs. Tele Hill, DOH; Ms. Lupe Sunia, DHSS; Mrs. Ianeta Ah Ping, LBJ; HTC Nanai K.S. Afuola, SA; Mrs. Claire Bacus-Deweese, DOE-Nuuuli Vocational Technical High School; Ms. Selaina Vaitautolu, DMWR; Mr. Kuki Edward Avegalio, Farmer.

**CHAIRPERSON AND FACULTY:** Mrs. Pauline Tuitele McFall, Acting Chairperson; Mr. Ionatana L. Fa'asavalu, and Dr. Michael Otto Hansell, Faculty.

### COURSE DESCRIPTIONS

#### **AGE 150 Agriculture Economics (3)**

An introduction to the economics of agricultural production, marketing, pricing, income and decision making involving farm operations that includes government policies and programs related to agricultural and socioeconomic problems of farmers.

#### **AGR 100 I Practical Job Experience (1)**

This course is designed to provide the students with needed practical skills while working in an agricultural setting during the Summer Institute, Fall or Spring Semesters.

#### **AGR 100 II Practical Job Experience (1)**

*Prerequisite:* AGR 100 I

This course is designed to provide the students with needed practical skills in an agricultural setting in the following two options:

- (A) Land Grant Research Station
- (B) On-Farm Work

#### **AGR 152 Survey of Community and Natural Resources (3)**

Students will learn about career options available to them in agriculture, natural resources, and family and consumer sciences by interacting with local professionals working in these fields. Each weekly meeting will cover a different discipline, with an introductory presentation followed by a field trip to observe work within that discipline. Field trips will visit local agribusinesses, farms, and government agencies.

#### **AGR 197/MSC 197 Polynesian Culture and Natural Resources Learning Project (3)**

*Prerequisite:* A 4-credit Biology course

This course is designed to provide the necessary background information for participation in a service-learning. It covers the natural resources of American Samoa and their cultural use. Students will be provided information about the listed topics and have the opportunity to conduct further research. They will also learn about the resources and culture of other countries and make comparisons among the different systems.

#### **AGR 200/MSC 200 Introduction to Aquaculture (3)**

This is an introductory level course that covers the scope and role of aquaculture for increasing food production of aquatic organisms. The biological principles of aquaculture, including species selection, hatchery breeding and rearing and grow-out practices will be covered, including the status of the aquaculture industry in American Samoa.

#### **AGR 250 Introduction to Horticulture (4) (formerly Crop Production)**

*Prerequisite:* BIO 180

The basic principles of horticultural crop production include growth, development, reproduction, and propagation. Management of the crop environment: soil fertility and plant nutrition, water, temperature, light and wind; and crop hazards of weeds, pests and diseases. Study of the production practices for world food crops. Production of locally important crops



emphasized. Practical sessions to complement lectures should include field visits and laboratory exercises.

**AGR 297/MSC 297 Environmental Service Learning Exchange (2)**

*Prerequisite:* AGR197/MSC197

This course is a four-week, service-learning course. Students will utilize knowledge gained from MSC 197/AGR 197 to carry out community service projects that will include: stream bank restoration, trail maintenance and creation of educational displays and signs. They will also learn about the resources and culture of other countries and to make comparisons among the different systems. A portfolio will be kept on activities and a final report will be required on their projects.

**ANS 150 A Animal Science (2)**

This course is an introduction in general agriculture, animal science or natural resource management. Lectures, discussions, practicals, and presentations by experts and community members will include topics on agriculture, livestock, nutrition, breeding, management, pasture/turf grass, meat processing and marketing. Emphasis will be on swine and poultry production. Students who plan to further their studies of Agriculture beyond the Associate of Science level must take both this course and ANS 150 B.

**ANS 150 B Animal Science (2)**

*Prerequisite:* ANS 150 A

A supplement to ANS 150 A that provides a complete, in-depth, introductory animal science course. This two-credit discussion and lecture course will provide further detail on livestock anatomy, physiology, nutrition, genetics and global livestock systems. This course is intended to be a more rigorous scientific examination of livestock production.

**FAM 250 Family Finance (3)**

*Prerequisites:* ENG 150, MAT 151

This course is designed to address the identification and management of personal resources and family finances to meet the needs and wants of individuals and families throughout the family life cycle. Topics include financial planning for daily needs, banking, saving and investing, managing credit, managing risks and insurance; consumer choices, rights and decision making related to meeting personal and family goals

for nutrition and wellness, clothing, housing, and transportation.

**FAM 260 Parenting: Models for Guiding and Nurturing Children (3)**

*Prerequisites:* ENG 150, PSY 150

Students will study new models of parenting theories, methods, skills, issues, and resources. They will view parent-child relationships in various cultural contexts. They will also gain the necessary skills for guiding and nurturing children as a parent and for teaching others those skills in high school and adult education settings.

**NRS 180 Forests and Agroforestry (4)**

*Prerequisite:* BIO 180

An introductory course containing three general areas of focus:

- (1) The global importance of forests, emphasizing tropical rain forests, specific forest communities and uses in Samoa.
- (2) The theoretical and practical study and measurement methods in forestry.
- (3) Forest management systems, emphasizing agroforestry, community forestry, conservation and preservation.

**NRS 200 Natural Resources (4)**

*Prerequisites:* MSC 160, NRS 180

A comprehensive overview of wildlife, wetlands and marine natural resources. Special emphasis is on local species, communities and ecosystems. Laboratories are field oriented, focusing on identification and measurement of resource conditions.

**NRS 250 Environmental Studies (3)**

*Prerequisites:* ENG 151, NRS 200

A course that enables students to develop skills in ethics, interpretation and investigation in relation to the environmental settings and issues. Global, national and local examples are provided. Student presentations and projects are required.

**NUT 150 Nutrition (3)**

This course is an introduction to the science of nutrition as it applies to everyday life. The goal is to teach students how to apply the logic of science to their own nutritional concerns. Topics include the six major nutrients: carbohydrates, lipids (fats), protein, vitamins, minerals, and water. The course will also examine the human body, energy balance, weight





control, the digestive process, life stages and diseases as they relate to nutrition and fitness.

## BUSINESS EDUCATION

### BUSINESS DEPARTMENT MISSION STATEMENT

The mission of the Business Department is to develop and offer successful student learning by providing high quality business educational programs and services that will enable students to enter the workforce, continue their education, start a business, and become productive citizens in today's global and high-tech workforce. Moreover, the programs foster students to build strong partnerships with both public and private sectors in job placement and educational improvement opportunities.

To meet this mission, the department offers the following degree and certificate programs of studies:

1. Associate of Science in Accounting
2. Associate of Science in Business Management
3. Certificate of Proficiency in Accounting
4. Certificate of Proficiency in Business Management

The curriculum provides for career mobility. Business majors must complete all the business courses in each program with a "C" grade or better. A "C-" grade earned in any business course is not acceptable for graduation. A business degree in Accounting or Management requires students to supplement classroom learning with practical experience at least 30 to 40 hours. This may be gained through work, internships in firms and organizations, or special projects as directed by business faculty. Students may complete these requirements by taking ACC 152A for Accounting, and MKT 212 for Management. Both courses will offer a practicum during the fourth semester. A field trip either on or off-island is required for Management majors to observe and collect data on the importance of mass production, channels of distribution, office procedures/protocol and valuing diversity in the workplace. (A national requirement)

### COMMUNITY ADVISORY COUNCIL:

Mr. Alex Zodiocal, Manager, Economic Development Division(DOC); Representative Agaoleatu Charlie Tautolo, Owner – MCDonald Samoa; Ms. Faauisa O. Sotoa, Assistant Director – Vocational Education (DOE); Mr. Herbert Thweatt, SBDC State Director (ASCC); Mr. David Robinson, President, American Samoa Chamber of Commerce; Ms. Makerita Enesi, Chief Employment and Labor Development – ASG Training Division.

**CHAIRPERSON AND FACULTY:** Dr. Faofua Faatoafe, Chairperson; Mr. Lam Yuen, Lam Yuen, Jr., Faculty, and Ms. Athena T. Mauga; Faculty.

### BUSINESS COURSE DESCRIPTIONS

#### **ACC 150 Principles of Accounting I (3)** *(formerly College Accounting I)*

**Prerequisites:** BUS 103, BUS 150

This course introduces students to the accounting cycle and methods to record and report financial information through application of procedures used to classify, record, and interpret business transactions and prepare financial statements. Students will demonstrate an understanding of the Accounting equation and explain the purpose of the closing process.

#### **ACC 151 Financial Accounting (3)** *(formerly College Accounting II)*

**Prerequisite:** ACC 150

This course is a continuation of ACC 150, with emphasis on the corporate setting and fundamentals of financial accounting. Topics will further discuss long-term investments, liabilities, both current and long-term, and stockholders' equity. Students will analyze financial statements by using horizontal, vertical, and ratio analysis.

#### **ACC 152A Payroll and Income Tax (3)** *(formerly College Accounting III)*

**Prerequisite:** ACC 150

This course provides an overview of federal and local income taxation with emphasis on individual business taxes. Students will study and perform the recording process and preparation of payroll and tax filing using the American Samoa System and the Federal Tax bracket system.



**ACC 210A Managerial Cost Accounting (3)**  
(formerly *Payroll and Income Tax Preparation*)

**Prerequisite:** ACC 151

This course focuses on the in-depth study of manufacturing cost accounting with emphasis on job order process, cost systems, the development of managerial skills in using accounting, and financial information to create budgets. Analyzing of material costs, labor costs, and manufacturing overhead costs will lead into the understanding of the cost-profit analysis in determining the breakeven points, and the fixed and variable costs involved in cost accounting.

**ACC 220 Automated Accounting (3)**  
(formerly *Using Computers in Accounting*)

**Prerequisite:** ACC 152A

This course reinforces student's knowledge of accounting concepts and principles through the use of computers. Instructions will be provided in computer operations using commercially available accounting software such as Peachtree or QuickBooks. Students should be able to utilize skills in entering data for the software to create financial reports, closing statements, and payroll accounting that will assist them to land on middle level business jobs. A worksite experience of 25-30 hours is required upon completion of the course.

**BUS 103 Introduction to Business (3)**

This course provides an overview of the American free enterprise market system. The course introduces students to entrepreneurship and the business process, with a balanced overview of the interwoven nature of basic business discipline and principles. Topics to be explored include business formation and practices, small business management, market dynamics, economic systems, competitive strategies, business ethics and social responsibilities.

**BUS 150 Financial Math (3)**  
(formerly *BUS 200*)

This course strengthens the theory and applications of commonly used business calculations such as simple and compound interests, face value, maturity value, and present value computations by using the 10-key calculators and electronic displaying printing calculators. Emphasis will be placed on hands-on skills through the completion of the Assimilation Package (18 hands-on jobs).

**BUS 160 Business Communication (3)**  
(formerly *BUS 225*)

**Prerequisites:** BUS 103, ENG 150

This course is designed to provide knowledge and skills needed for effective communication to achieve personal and business goals. It will challenge students to think, create, and analyze verbal and non-verbal communication. Students will prepare business correspondence and written reports, deliver oral presentations, and use electronic writing and presentation tools. The course will also focus on career employment process and communicating with a diverse and global workforce. Skills in grammar, punctuation, and business vocabulary will be developed throughout the course.

**BUS 170 Ethics in the Workplace (3)**  
(formerly *BUS 210*)

**Prerequisites:** BUS 103, ENG 151

This course introduces students to the contemporary issues of ethics, morality, and social responsibility that face the business community, both locally and globally. Students completing this course will be able to define various theories of ethics, appreciate the importance of ethics framework for analyzing and resolving real-world ethical issues, as well as to gain knowledge and critical thinking skills to analyze and resolve ethical issues in business and management. The course will examine such components as the nature and purpose of professional standards and codes, the role played by individual character in professional life, and the demands and pressures encountered by professionals within their institutional settings.

**BUS 180 Applied Business Statistics (3)**

**Prerequisites:** BUS 103, ENG 150, MAT 151

This course provides an introduction to both theory and applications of statistical methods used for a description and analysis of business problems. The course develops a student's analytical skills by introducing basic statistical concepts and techniques, including probability and sampling, descriptive statistics, inference, regression and one-way analysis of variance. The course will rely on business case scenarios for practical applications and conclude with how statistics are used in society and business.



### **BUS 260 Business Law (3)**

*Prerequisites:* BUS 103, ENG 151

This course explores the US and American Samoa legal system environment in which businesses operate and studies the interaction between business and the legal system. Students examine various areas of the law which are important to business. Topics include the court system, government regulations, torts, contracts, agency, ethical and criminal implications of business actions, property laws, and the legal aspects of different business entities.

### **ECO 250A Principles of Microeconomics (3)** (formerly ECO 251)

*Prerequisites:* BUS 103, ENG 151

This course introduces students to economics as a way of thinking, observing, analyzing and identifying problems and their possible solutions. Topics included demand and supply, scarcity and prices, maximizing utility, production and costs, perfect competition, monopoly, antitrust and regulations, distribution of income, unions, market failure, public goods, international trade and financing, gross domestic product (GDP), gross national product (NPD), and the FED.

### **ECO 250B Principles of Macroeconomics (3)** (formerly ECO 250)

*Prerequisites:* BUS 103, ENG 151

This course introduces students to the overview of economics and its key categories. Students will be familiarized with concepts and principles of the American economy. Topics will further discuss opportunity cost, economic activities in producing and trading, supply and demand, prices and unemployment, real GDP, monetary and fiscal policies, economic stability, taxes and deficits, public debts, money and banking, natural and unemployed resources, and applying modern technology in solving and interpreting numbers and graphs.

### **MGT 250 Principles of Management (3)**

*Prerequisite:* ECO250A or ECO 250B

This course introduces students to an overview of reaching organizational goals by working with people. Students are familiarized with the principles of management, the four functions of management, classical approaches to system management, theories

and concepts related to human motivation in management careers.

### **MGT 255 Human Relations & Organizational Behavior (3)**

*Prerequisites:* MGT 250, MKT 195

This course introduces students to study the development of individual and inter-personal relationships applied to business and industry. Emphasis is placed upon values, communications, problem-solving, motivation, leadership, and how individual interact with each other within a group environment. In addition, human relations skills and organizational behavior concepts are developed within organization environments to better understand behavior, performance, learning, perception, values and diversity. Communication skills, conflict resolution, power, politics, and team dynamics are presented and analyzed within modern organizations.

### **MKT 195 Principles of Marketing (3)** (formerly MKT 200 Retailing)

*Prerequisite:* BUS 103, BUS 150, ENG 151

This course provides a general overview of the field of marketing, including price, product, place, and promotion of consumer goods. Marketing strategies, channels of distribution, marketing, retailing, research, products promotion and advertising, consumer attitudes as they relate to marketing will be studied. Students will learn that marketing is not just advertising, retailing, or selling; it compasses of myriad of concepts, techniques, and activities all directed toward distribution of goods and services to chosen consumer segments.

### **MKT 212 Marketing and Management Practicum (2)**

(formerly Salesmanship Practicum)

*Prerequisites:* MKT 195, MGT 255

This course offers opportunities for students to earn credit in directed work experience of 30 to 40 hours in either marketing and/or management within an approved business (private or public) agency approved by the department chair or instructor. Students will be required to file an exit report on work experience together with an approved Performance Evaluation by the work-site employer. An off-island field or e-marketing research is planned to obtain direct observation or in-depth understanding on how various



products are produced, packaged, stored, and distributed locally and globally. Emphasis is placed on the completion of a Business Plan being viewed and approved by a local or off-island business owner.

## CRIMINAL JUSTICE

### CRIMINAL JUSTICE DEPARTMENT MISSION STATEMENT

The mission of the Criminal Justice Department is to develop and offer the student an academic preparation for entry level career positions in all areas of the justice system in American Samoa and similar opportunities elsewhere. The program provides an opportunity for the student to develop abilities and skills necessary for a career upgrade and for transfer to other colleges and/or four-year institutions. The program encourages students to be cognizant of the social, ethical, legal, political and cultural perspectives of the American Justice System and its impact on the American Samoa System of Justice as well as those of other Pacific Island nations.

To fulfill this mission, the department offers the following degree and certificate programs:

1. Associate of Science in Criminal Justice
2. Associate of Arts in Pre-Law

**COMMUNITY ADVISORY** Honorable Sala Mamea Jr., Associate Judge; Counsel Afoa L. Suesue Lutu; Rep. Ae Ae, Jr.; Lt. Saite Moliga, Warden; and, Counsel Tala Uiagalelei.

**CHAIRPERSON AND FACULTY:** Mr. Mark O. Mageo, Chairperson, and Mr. Dennis Fuimaono Faculty.

### CRIMINAL JUSTICE COURSE DESCRIPTIONS

#### **CJ 150 Introduction to Criminal Justice (3)**

The study of the criminal justice system, its components, procedures, and interrelationships between the components: the police, prosecution, courts and the corrections. It also examines the impact of the concept of justice and other re-occurring issues

upon the public, private, and the community in the United States as well as American Samoa.

#### **CJ 155 Traffic Functions (3)**

This course covers the basics in police patrol functions and duties. It is aimed at preparing the prospective police officer with the skills and abilities in conducting traffic investigations, traffic stops, roadblocks, drunk driving sobriety testing, arrest and vehicle search procedures, and the common traffic officer role.

#### **CJ 160 Patrol Operations (3)**

This course covers the basics in police patrol functions and duties. It will cover the sound and proper procedures of safety patrol principles, selective enforcement, beat analysis, vehicle stops, searches and seizures, field interrogation, and other common patrol functions.

#### **CJ 165 Introduction to Probation and Parole (3)**

The philosophical and historical development of probation and parole are discussed, including their functions, role and impact on the Criminal Justice System and community. It covers the decisions to grant probation, and/or parole, conditions imposed, revocation hearings, statutory provisions governing probation and parole administrations and supervision, parole board and other related issues.

#### **CJ 170 Criminal Evidence (3)**

This course covers the origin, development and philosophy of criminal evidence. It will enable the student to understand the constitutional and procedural consideration for rules of evidence, the applicability of rules to criminal and civil matters, rules governing admissibility, and overview of evidentiary privileges.

#### **CJ 175 Criminal Investigations (3)**

This course covers crime scene investigation, collection and preservation of evidence, interrogation of suspects, admissibility of evidence and confessions.

#### **CJ 180 Criminal Law (3)**

The historical and philosophical development of criminal law is examined. Major emphasis is on substantive criminal law, definitions, and elements of crime from common law system including recent developments that have been incorporated in statutes and/or case laws. Concepts such as jurisdictions, mental element, criminal defenses, and more are





examined as their applications on the system of criminal justice.

### **CJ 190 Juvenile Delinquency (3)**

*(formerly Juvenile Procedures)*

This course covers the philosophical, historical and practical survey of the juvenile justice system. It covers theories of causation, factors and characteristics of delinquency and a survey of the treatment and prevention programs.

### **CJ 195 Introductions to Corrections (3)**

The philosophical and historical development of corrections, functions, objectives, personnel, and rehabilitative and community based programs. The course will also cover the relationship of probation and parole to correctional goals and objectives.

### **CJ 200 Comparative Justice (3)**

This course is an introductory course in the comparative study of the criminal justice systems. A comparative analysis of the criminal justice systems components of police, prosecution, courts and corrections throughout the world and the pacific region will be explored.

### **CJ 210 Constitutional Law (3)**

*Prerequisite: ENG 151*

The historical, philosophical, and ethical issues that pertain to the amendments of the United States Constitutions, its intentions, source of authority, the rights under the Bill of Rights, and its applicable contributions to the procedural due process. Major emphasis will focus on landmark U.S. Supreme Court decisions interpreting constitutional provisions, phrases and protections guarantees primarily with regards to the amendments.

### **CJ 215 Foundations in Criminology (3)**

*(formerly Fundamentals to Criminology)*

*Prerequisite: ENG 150*

This course offers an interdisciplinary perspective of crime and criminal behavior in relations to the criminal justice system. Theoretical approaches to explaining crime, criminal statistics, typologies and victimology will be assessed, and the influence of crime theory on public policy will be explored.

### **CJ 220 Survey of Law (3)**

*Prerequisite: ENG 151*

This course presents the philosophical, historical and cultural role of law as played in a complex and modern society. Emphasis is on civil law and its relation to legislative, judicial and administrative agencies. The areas covered are judicial remedies, contracts, torts, property laws, administrative law, employment laws, anti-trust laws, and alternative dispute resolution. This course will strengthen the participant's powers of legal reasoning and analysis.

### **CJ 230 Criminal Justice Administrations and Organization (3)**

*Prerequisite: ENG 151*

The study of Criminal Justice administration and organization, nature, function and processes among the criminal justice agencies. The course covers an overview of principles of organization and management, and specific aspects of organization--communications, leadership, personnel, budgeting, planning, information management and more.

### **CJ 240 Police Community Relations (3)**

*Prerequisite: ENG 151*

This course covers the interrelationships and role expectation between the police department, various government agencies, private sector and the community in developing cooperation among these entities and the police.

### **CJ 250 Constitutional and Criminal Procedures (3)**

*Prerequisite: ENG 151*

This course will focus on making the law understandable and user friendly for those who will enforce it without diminishing substance and accuracy. Each student will be able to grasp a good working knowledge of the law by duly authorized agents of the respective state and explain how and why an officer loses sight of the framework for proper job performance. Also, each student will be able to retain legal concepts better learning to minimize legalese, focusing on analysis and comparison of leading court cases and the future trends in law enforcement procedures.



## TEACHER EDUCATION

### TEACHER EDUCATION DEPARTMENT MISSION STATEMENT

The American Samoa Community College Teacher Education Department provides preparatory courses for pre- and in-service teachers in the areas of Early Childhood, Elementary Education, Special Education, Educational Technology, and Teaching Samoan Language and Culture. In addition, Teacher Education Department emphasizes fundamental theories to pedagogical practices, methods and research that will improve the quality of standard-based teaching as an instrument that reflects best teaching and learning practices.

**COMMUNITY ADVISORY COUNCIL:** Mrs. Milaneta Tinitali, ASDOE /ECE Director; Ms. Diana Ameperosa, ASDOE Teacher Quality; Mrs. Donna Gurr, ASDOE Assistant DCI Director; Fr. Viane Etuale, Superintendent, Catholic Schools; and Mr. Robert Soliai, ASDOE — Assessment.

**CHAIRPERSON AND FACULTY:** Dr. Lina Galea'i-Scanlan, Chairperson; Dr. Larry Purcell, Mr. Filemoni Lauilefue, and Mr. Sonny Leomiti; Mr. Richard Park, Faculty.

### EDUCATION COURSE DESCRIPTIONS

#### **ECE141 Curriculum I in Early Childhood Education (3)**

This course introduces students to theories, methods, techniques and activities that promote learning through creative expression in children during their early childhood years. Content areas covered will include developmentally appropriate practice, learning environments, learning and interest centers, and the design and implementation of physical, cognitive, communicative and creative activities for the classroom. This course is designed for the ECE Program “Work to School Program” initiative. The course is designed to be taught bilingually.

#### **ECE142 Curriculum II in Early Childhood Education (3)**

This course is a continuation of ECE I; it will advance students to theories, methods, techniques and activities

which promote learning through creative expression in children during their early childhood years. Content areas include developmentally appropriate practice, learning and interest centers, and the design and implementation of physical, cognitive, communicative and creative activities in the classroom. This course is designed for ECE Program “Work to School Program” initiative. This course is designed to be taught bilingually.

#### **ECE150 Introduction to Parenthood Education (3)**

This course is designed to provide the students with a systematic approach to the study of parent-child relationships. This approach is based upon an understanding of developmental theory and is intended to aid individuals who work with parents and children as well as those who are, or will be parents. Course content emphasizes information rather than advice.

#### **ECE151 Guiding and Nurturing Young Children (3)**

This course is designed to equip the student with skills and techniques for the guidance, nurturing and direction of the behavior of young children. Such skills and techniques include understanding behaviors according to age, building positive self-concepts, and planning preventive action to deal with social problems such as disturbing others, fighting, biting and other classroom and school yard disturbances.

#### **ECE152 Safety and Health for Young Children (3)**

This is an introductory course to issues of safety and health as they relate to children from birth to age eight. It includes training in standard American Red Cross First Aid and Cardiopulmonary Resuscitation (CPR); a study of methods for establishing safety procedures for classroom, the playground, and field trips, and emphasis on the importance of establishing a healthy environment for the young child. Topics range from the importance of nutritional needs, the identification and handling of suspected child abuse, recognition of and procedures for dealing with childhood illnesses and communicable diseases.

#### **ED 150 Introductions to Teaching (3)**

This course is designed to introduce students to the fundamental theories and practices of teaching. Students will examine the components of effective organization and management of a classroom in order to ensure effective teaching. This course covers daily procedures, classroom management, planning and organization, cooperative learning, multiple



intelligence, critical thinking, and diverse populations within the classroom.

### **ED 157 Introductions to Elementary Curriculum and Instruction (3)**

This introductory course will bring together students to the fundamental elements to preparing and presenting effective classroom instruction. Students will examine the skills of designing lesson plans for their classroom and will demonstrate their ability by preparing a class presentation. Students will identify research that shows and demonstrates how children learn, how to keep their motivation, and how to prepare exciting and motivating activities in class. This course is designed to assist teachers in developing daily, weekly, and unit lesson plans for the elementary classrooms.

### **ED 160 Developments in Early Childhood Education (4)**

*Prerequisites:* ED150

This course is designed to acquaint students with the relationship between theory and practice in Early Childhood Education in order to increase competency of early childhood education in the classroom. This course will focus in on the child's cognitive, social, emotional, and physical needs and will provide the novice teacher with the appropriate strategies and knowledge for effective teaching in the pre- through third grade classroom.

### **ED 215 Introduction to Exceptional Children (3)**

*Prerequisites:* ED 150

This course investigates exceptionalities as defined according to federal educational guidelines, including visual impairment, hearing impairment, learning special needs, mental retardation, physically and health impaired, behaviorally disordered, communication disorders, and gifted. It is an introductory course that will familiarize students with various categories of special needs. This course is a prerequisite for other special education courses and serves to prepare elementary and early childhood majors who serve children with special needs in their classrooms. Students taking this course must have completed or be concurrently enrolled in PSY 250.

### **ED 240 Instructional Technologies (4)**

*Prerequisites:* ICT150

This course reviews information and communication technologies and how they are used in education. Course reviews and provides hands-on experiences with educational technologies; including, but not

limited to, computer systems and peripherals, computer operating systems, and application software (word processing, spreadsheets, presentation software, graphics software, and others); Internets resources and issues; video technologies; video teleconferencing and broadcast systems; on-line course management systems; and, testing systems. The course will also review the national and local goals, standards, and issues in the use of education technologies for students, teachers, and administrators. Students will be able to prepare on-line lesson plans for the elementary grade classrooms.

### **ED 257 Teaching Language Arts to Elementary School Teachers (3)**

*Prerequisites:* ED157, ENG150

This course stresses an understanding of the phases of language art development, especially in the areas of reading and writing, and particularly in the bilingual and bicultural classroom. It includes the selection and use of education approaches in the training process. This course is designed for students majoring in elementary and early childhood education as well as for teachers wishing to upgrade their professional skills. This course will teach teachers to children's literary learning ability, it will also make aware of the different children's reading materials available. Teachers will be experienced in composing their own big book story for children as well as to critique children's reading materials.

### **ED257P Observation, Participation and Practicum (1)**

*Prerequisites:* ED157, ENG150

ED257P will provide students the opportunity to observe model teachers, and library reading centers to gain an understanding of the requirements and demands of the classroom teacher. Students will be able to observe and reflect upon application of the content significance of ED257.

### **ED 280 Introduction to Bilingual Education (3)**

*Prerequisite:* ENG 150, ENG 151

This course is designed to introduce students to a research-based theoretical framework for the schooling of language minority students. In addition, this course will examine the underpinnings of primary language development, second language acquisition, and the relationship of both to normal school achievement. The course will explore instructional methods and techniques recommended for language minority students.



### **ED 285 Teaching Samoan Language and Culture (3)**

**Prerequisites:** *ENG 150, SAM 151*

This course offers a thorough study of the ASDOE K-12 Samoan Language curriculum, emphasizing mastery of sequencing of levels and scope. It will help students use the whole language approach to plan, implement and assess/evaluate the teaching of Samoan Language in their classrooms. It reviews theories of language acquisition introduced in other teacher education courses. The prescribed English language arts texts used as references are adapted to the teaching of Samoans.

### **ED 285P Teaching Samoan Language and Culture Practicum (1)**

**Pre-requisite:** *Concurrent with ED 285*

This practicum course is for students currently enrolled in ED 285, Teaching Samoan Language and Culture. The practicum portion will help students use the whole language approach to plan, implement, assess and evaluate the teaching of Samoan Language in the classroom. The course will review theories introduced in the lecture portion of ED 285. The prescribed English language arts texts will be used as references and will be adapted to the teaching of Samoan Language and culture.

## **ENGLISH LANGUAGE INSTITUTE**

### **ENGLISH LANGUAGE INSTITUTE MISSION STATEMENT**

The mission of the English Language Institute (ELI) Department is to help students with English deficiencies to improve their thinking, speaking, listening, reading and writing skills. Students reinforce these skills by engaging in community service. The ELI Department's developmental courses prepare students for higher education and real life experiences.

#### **COMMUNITY ADVISORY COUNCIL:**

Mrs. Jocelyn Siologa, Mrs. Tui Peau, Teacher Quality Office, DOE; Mr. Jan Brugman, English Instructor, South Pacific Academy; Ms. Alison Hurst, Personal & Academic Counselor, ASCC

#### **CHAIRPERSON AND FACULTY:**

Mrs. Elisapeta Faalafi-Jones, Chairperson; Ms. Florangel Calumpang, Mrs. Ethel Sokimi, Mr. Ben Goodwin, Mrs. Siamaua Ropeti, Mrs. Jean Mareko, Mr. Sesega Sivitia, and Mrs. Tamaalupe Vivao, Faculty.

### **ENGLISH LANGUAGE INSTITUTE COURSE DESCRIPTIONS**

#### **ENG 70 Beginning Reading (3)**

This is a preparatory English course that centers on building beginning college reading skills. Students will be able to develop knowledge by using context clues, recognizing main ideas, and understanding supporting details. Students are also introduced to short stories and simple novels.

#### **ENG 80 Intermediate Reading (3)**

**Prerequisite:** *ENG 70*

This is an intermediate English course that centers on building intermediate college reading skills. Students will be able to demonstrate knowledge in the following academic competencies: implied main ideas, making inferences, relationships, and purpose and tone. Students will be introduced to biographies and short novels.

#### **ENG 90 Advanced Reading (3)**

**Prerequisite:** *ENG 80*

This is a preparatory English course that centers on building advanced college reading skills. Students will be able to demonstrate knowledge in the following academic competencies: distinguishing facts from opinions, recognizing propaganda techniques, avoiding errors in reasoning, outlining and summarizing. Students will be introduced to classic novels and the elements of literature.

**Qualifying Placement or standardized test scores (ACT, SAT, etc.) are used for appropriate placement in reading and writing courses.**

#### **ENG 71 Beginning Writing (3)**

This beginning course in writing places emphasis on developing basic communication skills, such as





composing a variety of sentences to use in summaries, reactions, and paragraphs. Students develop a basic paragraph with a topic sentence, major and minor details, and a concluding sentence.

### **ENG 81 Intermediate Writing (3)**

*Prerequisite: ENG 71*

This intermediate course in writing places emphasis on communication skills to compose paragraphs and then to develop a basic essay. Students follow the steps of the writing process in developing a thesis statement in the introductory paragraph, the body of the essay, and a concluding paragraph.

### **ENG 91 Advanced Writing (3)**

*Prerequisite: ENG 81*

This advanced course in writing places emphasis on the development of a variety of essay genres. Students follow the steps of the writing process and read from a variety of texts in order to model and generate ideas for informative, well-structured essays with sound thesis statements and relevant and adequate support. Students are introduced to research techniques and are encouraged to think critically and avoid errors in reasoning.

## **FINE ARTS** **Art, Drama and Music**

### **FINE ARTS MISSION STATEMENT**

The Fine Arts Department provides educational services by offering courses that cultivate expression, emotion and creative writing. Exposure to an immersion in the Arts will enhance and enrich the study of all other academic disciplines. The department offers music, art, dance, speech and drama courses that can fulfill the Humanities requirements in an A.A. or A.S. degree. In addition, the programs for the Associate of Arts degree in Music or Art are designed for students who are planning to continue in a four-year college or university.

The department encourages students to engage in the arts that can enhance and enrich their studies in other academic disciplines. The department is also committed to educate and inspire students to create and perform while broadening their life experiences through diversity in learning.

### **COMMUNITY ADVISORY COUNCIL: HC**

Pulefaasisina Tuiasosopo, Arts and Culture Specialist; Reverend Iasepi Uli, CCCAS Fagatogo; Mr. James Kneubuhl, ASCC Public Relations Officer; Mrs. Leala Pili, Director of Arts Council; and Mr. Francis Lelehua, DOE Music Coordinator.

**CHAIRPERSON AND FACULTY:** Mr. Kuki Tuiasosopo, Chairperson; Mrs. Regina Meredith, faculty

### **ART, MUSIC, AND DRAMA COURSE DESCRIPTIONS**

#### **ART 150 Art History Survey I (3)**

*Prerequisite: ENG 150,*

ART 150 is a lecture course which focuses on the Art world created during the major historical periods in time from the Paleolithic to the Late Gothic periods. The course is a survey of artworks that help to define different civilizations during these periods and are presented in lecture with slides and selected films.

#### **ART 151 Art History Survey II (3)**

*Prerequisite: ENG 150,*

ART 151 is a lecture course which focuses on the Art world during the periods beginning with Proto-Renaissance and continues through Post-Modernism. Students are presented with some of the most influential artworks by artists who helped to pioneer in the art field and make a difference in the visual field that we are still indebted to them today. The lectures are presented with slides and select films.

#### **ART 160 Design Fundamentals (3)**

ART 160 is an introductory studio course which covers the rudiments of the elements and principles of art. Students are tested on the basic concepts of these rudiments and are required to create different works of art that exemplify them. *Note: 1.5 lecture credits, 1.5 studio credits for a total of 360 minutes per week.*



### **ART 161 Indigenous Art Forms (3)**

ART 161 is a studio course that introduces the art forms of Samoa and the Pacific. The art forms include woodcarving, Siapo (Bark Cloth Painting), weaving, pottery, and the tattoo. Local master craftsmen share in their expertise with students and an art project is required for each art form. Students are required to develop a book of notes that reflect the different art forms, and exhibit choice works in the annual art exhibition. *Note: 1.5 lecture credits, 1.5 studio credits for a total of 360 minutes per week.*

### **ART 165 Basic Photography (3)**

*Prerequisite: ENG 150*

ART 165 is a studio course which introduces the student to the world of photography using black and white film and digital capabilities. The handling of different cameras, darkroom procedures, and fieldwork are all covered in this course. Students are required to spend studio time to complete the requirements which include darkroom work, and developing a portfolio of prints that exemplify their endeavors. Students are required to showcase their works in the annual exhibition. *Note: 1.5 lecture credits, 1.5 studio credits for a total of 360 minutes per week.*

### **ART 170 Drawing I (3)**

ART 170 is a studio course that is based on various techniques and methods that strengthen the student's ability to draw with confidence. Students are expected to use an array of mediums that include pencil, pen, charcoal, and pastel. Emphasis is placed on eye-hand coordination and replicating highly realistic images that help to develop their skill. A total of six hours of study is required for this 3 credit course. A final portfolio of works is required as well as participation in the annual art exhibition. *Note: 1.5 lecture credits, 1.5 studio credits for a total of 360 minutes per week.*

### **ART 171 Drawing II (3)**

*Prerequisite: ART 170*

ART 171 is a studio course that focuses on strengthening the student's visual acuity by drawing from the figure. The study of the anatomy is emphasized and a model is available for study. Students are required to produce illusions of space and volume on a two-dimensional surface while creating figurative drawings. The student will be expected to present a final series of works and showcase in the annual exhibition. A total of six (6) hours of study is

required for this course. *Note: 1.5 lecture credits, 1.5 studio credits for a total of 360 minutes per week.*

### **ART 172 Painting I (3)**

*Prerequisite: ART 170 or ART 160*

ART 172 is a studio course that introduces the student to the world of painting using watercolor, acrylic, and mixed media. How to use the different mediums, prepare different surfaces, use different brushes, and achieve interesting effects are covered in this course. Students are required to compose a select number of paintings, study and research suggested masters, and compile a portfolio of works. Each student is also required to devote studio time to painting that covers required six (6) hours of this 3 credit course. The annual exhibition is mandatory. *Note: 1.5 lecture credits, 1.5 studio credits for a total of 360 minutes per week.*

### **ART 180 Ceramic Sculptures (3)**

*Prerequisite: ART 160, ART 170*

ART 180 is a studio course that introduces the student to the world of clay. Different methods of clay building are introduced as well as glazing and kiln firing. Students are expected to apply a total of six hours of study to the art form. *Note: 1.5 lecture credits, 1.5 studio credits for a total of 360 minutes per week.*

### **ART 299 Advanced Art Studies & Project (3)**

*Prerequisite: ART 160 & ART 170*

This course is designed exclusively for the advanced art student ready to create an independent body of works including scheduled critiques and possible exhibition.

### **DNC 150 Basic Dance Movements (3)**

This course introduces beginning dance concepts to students who may have little or no prior training. Emphasis is placed on body alignment and movement. Students will learn basic dance vocabulary, develop musicality and understand time, space, weight and energy as it relates to dance. Dance repertoire and style is drawn from western dances and indigenous dances. Additionally, this course serves as a foundation for stage movement, sports and physical training, and other advanced dance classes.

### **DRA 150 Introduction to Drama (3)**

A survey of theatre from the Greeks to the present. This course is designed to acquaint students with the various historical periods through lecture



demonstration and in class performance. Students who are interested in public performance may also enroll in DRA 151.

### **DRA 151 Drama Workshop (3)**

This course focuses on developing a public theatrical performance. Students will participate in all aspects of the playmaking process.

### **DRA 250 Acting One (3)**

*Prerequisite: DRA 150*

An intensive introduction to acting concentrating on character development and improvisation. Acting skills are learned through various exercises and scene study. The class also focuses on improving the voice, stage movement and characterization.

### **DRA 251 Introduction to Technical Theatre (3)**

*Prerequisite: DRA 150*

This course introduces the student to the basic principles of scene design and construction, lighting and sound. Specific attention will focus on script analysis as it relates to the design process.

### **MUS 150 Music Fundamentals (3)**

*(formerly MUS153)*

Music Fundamentals is designed to introduce basic concepts in the organization of music as an expressive medium. The primary focus of the course is to introduce students with little or no musical background to the notation of musical ideas both in reading and writing music. The elements of music including rhythm, melody, meter, pitch, form and expression will be explored through singing, playing classroom instruments, listening, and composition. The roles of the composer, performer, and listener are explored.

### **MUS 151 Music Theory I (3)**

*(formerly MUS150)*

*Prerequisite: MUS 150*

Materials and organization of music are examined. Emphasis is on reading music by recognizing, understanding and using all symbols of musical notation. Principles of ear training will be introduced to encourage music literacy, enabling students to read and perform music on sight. Students will also practice music dictation and group rhythmic exercises. Part-singing is introduced as well.

### **MUS 160 Music Literatures (3)**

This course offers a survey of the masterpieces of classical music in sound, including elements, style,

history and forms from 1300 to the present. Emphasis placed on appreciating and understanding music as art.

### **MUS 165 Music of the World (3)**

Students will engage in a comprehensive survey of the traditional and popular music of the world's cultures. Special emphasis placed on understanding the relationships among music, politics, religion and culture.

### **MUS 170 Concert Choir (1)**

A large singing organization open to all students, the choir will work on voice development and note reading and will perform music from various periods. Concert participation is required. May be repeated for a maximum of six (6) credits.

### **MUS 180 Band (1)**

This course is an opportunity for the student who already has proficiency on a band instrument to participate in a large performing group. Music from various style periods is performed with emphasis on note reading, tone development, and musicianship. Concert participation is required. May be repeated for a maximum of six (6) credits.

### **SPH 153 Introduction to Speech (3)**

The techniques of organizing and delivering a wide variety of speeches. Major course work, consists of reading about speech, wording, preparation and presentation of student speeches.

## **HEALTH AND HUMAN SERVICES**

### **HEALTH AND HUMAN SERVICES MISSION STATEMENT**

The mission of the Health and Human Services (HHS) Department is to support and prepare students who are interested in pursuing a career in the field of health or human services. Central to this mission is a commitment to provide students with a sound foundation and broad balance of knowledge and skills. Students who fulfill the requirements for an Associate of Science Degree in Health Science, Associate of Arts Degree with an emphasis in Human Services, or a Certificate of Proficiency in Guidance and Counseling are able to:



1. Continue studies in a specialized area in allied health or into a bachelor's degree program in health science, human services or related fields;
2. Obtain local employment as a medical support staff or a public health educator or enter into employment as a paraprofessional in the human services agencies;
3. Enhance occupational skills needed in professional growth and career development; and,
4. Apply knowledge and skills in health and human relations into their daily lives with an awareness and understanding of Samoa and Pacific Island cultures.

#### **COMMUNITY ADVISORY COUNCIL:**

Dr. Jean Asuega, Psy.D., Clinical Psychologist Mr. Tala Ueligitone, Chief Registered Respiratory Therapist; and Ms. Ipuniuecea Eliapo, Registered Occupational Therapist, ASG DOH Part C Program.

**CHAIRPERSON AND FACULTY:** Dr. Daniel Chang, Chairperson; Ms. Tafaimamao Tupuola, Faculty.

#### **HEALTH AND HUMAN SERVICES COURSE DESCRIPTIONS**

##### **ASL 150 American Sign Language I (4)**

This course will introduce the student to the expressive and receptive exposure and practices in American Sign Language (ASL), the preferred communication mode used by the American Deaf Community & Culture. The course will also address the cultural values and beliefs of this unique community.

##### **HEA 140 Introduction to Health Occupations (3)**

This course will provide the beginning student who is interested in health occupations with the basic entry-level knowledge and skills required for a variety of health careers.

##### **HEA 150 Introduction to Health Science (3)**

This course will provide knowledge about general health and health care services available to the individual. By presenting core concepts regarding scientifically based, accurate, up-to-date information to students about topics and issues concerning nutrition, weight control, contraception, exercise, intimate relationships, stress, AIDS, drugs, alcohol, and a multitude of other health issues.

##### **HEA 151 Medical Terminology (3)**

*Prerequisite:* HEA 150

Medical terminology introduces the student to a special vocabulary used by health-care professionals. This course will assist the student to learn certain methods that will enable them to remember familiar words and understand new ones. These methods involve breaking each word into component parts, learning the meaning of these parts, and recognizing them when they appear in different words.

##### **HEA 152 Standard First Aid and CPR (1)**

This course will provide the student with basic life support skills needed for adults and children during life threatening emergency situations. The student will participate and adequately demonstrate these emergency life support skills design to increase their knowledge and needed in order to receive an American Red Cross certificate in CPR and Basic First Aid.

##### **HEA 250 Introduction to Developmental Disabilities (3)**

*Prerequisite:* HEA 150 or HSV 150

This course will introduce students to historical attitudes, laws, and current definitions of developmental disability, recommended practices for care-givers, supporting families, and information about specific disabilities, including autism, cerebral palsy, spinal bifida, and others.

##### **HEA 299 Health Science Practicum/Work Experience (2)**

This course is a practicum/work experience with LBJ hospital in the areas of medical support services (e.g. laboratory, respiratory, physical therapy, x-ray technician, etc.); where the student will be placed according to their career interest. There will be supervised work, training, and shared experiences with weekly seminar discussion sessions. *This course must be taken during the last semester of the Health Science Program.*

##### **HSV 150 Introduction to Human Services (3)**

This course will provide the student with a general introduction to the field of human services and is designed for introductory college courses in human services, social work, community mental health, and other related program.





### **HSV 155 Introduction to Counseling and Guidance (3)**

This course provides an overview of the guidance and counseling profession through a presentation of the history and background of the basic theories of counseling and the foundation of counseling and guidance programs from traditional to current times. The course includes the role and function of the counselor in the schools, community and agency settings and various techniques, issues and trends of the counseling profession.

### **HSV 160 Psychological and Achievement Testing (3)**

This course is designed to acquaint students with the theory, ethics, practices, implementation and interpretation of psychological and achievement tests. The focus of the course is on the ways in which tests are constructed and standardized, validated and interpreted. A review of typical tests of ability, aptitude, achievement, personality and interests are included.

### **HSV 165 Career Development and Information Systems (3)**

This course provides a survey and analysis of career development throughout the lifespan, a review of current legislation in relation to the workforce, career programs and research methodology. Students are given the opportunities to explore career assessments and information services and resources available on-line and on-island. The focus is on building the awareness of skills necessary to facilitate career assessment and assistance in career decision-making and job seeking activities.

### **HSV 200 General Counseling I (3)**

*Prerequisites: HSV 155, PSY 150*

This course is designed to expand the understanding and counseling skills by examining guidance principles, concepts, values, and their application. Also, the course will be addressing the major impact cultural beliefs and values have on effectively helping others.

### **HSV 220 Multicultural Guidance and Counseling (3)**

*Prerequisites: HSV 155, PSY 150*

This course provides the student with an understanding of the philosophical and theoretical approaches to multicultural counseling and multicultural interactions. The course content

includes an awareness of multicultural issues, an understanding of multicultural education and skills to accommodate the needs of diverse populations.

### **HSV 250 Survey of Substance Abuse Problems (3)**

*Prerequisites: HEA 150, PSY 150*

This course is designed to increase people's understanding of substance use and abuse. The course includes historical and social perceptions of substances use, patterns and trends of use, societal and legal responses to drug and alcohol, description of psychoactive drugs in terms of effects and actions, new ways of considering the etiology, methods of prevention, intervention, and treatment.

### **HSV 299 Human Services Practicum/Work Experience (2)**

This course is a practicum/work experience with human services agencies in the areas of counseling, social work and human relations; where the student will be placed according to their career interest. There will be supervised work, training, and shared experiences with weekly seminar discussion sessions. *This course must be taken during the last semester of the Human Services Program.*

## **LANGUAGES AND LITERATURE**

### **LANGUAGES AND LITERATURE MISSION STATEMENT**

The Language and Literature Department offers intensive English writing courses aimed at developing and strengthening critical thinking and proficient college level writing for effective communication. The writing courses focus on extensive coverage of combining rhetorical strategies to help students become more skillful and flexible writers. The literature courses provide students with the opportunity to study various genres of writing, to examine and increase their perception of the writing of different cultures, to use critical and analytical thinking skills in the application of literature, and to strengthen their reading comprehension. The Foreign language courses offer students a firm foundation in the language for further study upon transfer to a university. The Language and Literature Department is designed to prepare students for transfer to a four-



year college or university or to be a successful and contributing member of the modern work force.

**COMMUNITY ADVISORY COUNCIL:** Mrs. Esther Illi, ASDOE Administrator; Mrs. Cheryl Morales, AS Feleti Barstow Librarian; Mr. Eti Saaga, ASG Cultural Advisor to Congressman/Poet; Mrs. Lupe Lohman, Radio Newscaster; and Mrs. Tilani Ilaoa, Women's Business Center/Community Member.

**CHAIRPERSON AND FACULTY:** Mrs. Melelina Fiaui, Chairperson, Solipo Shevon Matai, Mr. Vesi Matu'u and Mr. Poe Mageo; Faculty.

### LANGUAGES AND LITERATURE COURSE DESCRIPTIONS

#### ASL 150 American Sign Language (4)

This course will introduce the student to the expressive and receptive exposure and practices in American Sign Language (ASL), the preferred communication mode used by the American Deaf Community and Culture. The course will also address the cultural values and beliefs of this unique community. (Course may be transferable as a language requirement.)

#### ENG 150 Introduction to Literature (3)

This course will focus on the four major genres of literature (poetry, drama, prose fiction, and nonfiction), including film production, and contemporary Pacific literature. The course will also explore and interpret terms and concepts from a variety of literary works. Students will apply critical thinking in writing analytical exposition papers/essays, and will be required to write four critical analysis essays by applying Modern Language Association (MLA) format.

#### ENG 151 Freshman Composition (3)

This is an intensive and extensive introduction to college writing course that requires in-class and take-home writing assignments. This course is designed to help students recognize and critically evaluate important local and global issues affecting the population. Student will be required to write academic papers or essays and a research term-paper. American Psychological Association (APA) format is required.

#### ENG 250 Survey of Literature (3)

**Prerequisite:** ENG 150, ENG 151

This is a second year literature course designed for close reading and surveying in depth analysis of the

major genres of literature (poetry, drama, prose fiction, non-fiction), including film production, and contemporary Pacific literature. Students will write expository or argumentative essays by employing different methods of rhetorical strategies and demonstrate skills in critical thinking. Students are required to write critical analysis essays by applying MLA styles. *A grade of C or better in ENG 150, ENG 151 is required.*

#### ENG 251 Sophomore Composition (3)

**Prerequisite:** ENG 150, ENG 151

This is a second year composition course designed for advanced prose writing. Students will write lengthy expository or argumentative essays reflecting on varieties of local and global issues. Students are required to write critical analysis essays and a research term-paper applying Modern Language Association (MLA) or American Psychological Association (APA) format. *A grade of C or better in ENG 151 is required.*

#### LIT 270 World Literature (3)

**Prerequisite:** ENG 250

This course covers the survey of world literature, with emphasis on appreciation of cultural elements, form, and technique. Students examine themes and approaches to storytelling (ancient and modern), poetry, drama, and essay. The course introduces a wide range of significant and/or representative works, with special attention to related Samoan literary elements. *A grade of C or better is required in ENG 250.*

#### LIT 272 American Literature (3)

**Prerequisite:** ENG 250

This course is a survey of American Literature with an emphasis upon the historical elements in selected works by American authors from the Colonial American Era to the 21<sup>st</sup> Century. Students will follow the development of major themes in American Literature and examine and critique these themes in essays, fiction, poetry, drama and film, extensive readings, lectures, discussions. *A grade of C or better is required in ENG 250.*

**LIT 276 Pacific Literature (3)****Prerequisite:** *ENG 150*

This course is a survey of Pacific Literature with studies of selected Pacific and non-Pacific writers including those from American Samoa, Fiji, Hawaii, New Zealand, Samoa, Tonga, and others. Distinction is made between existing traditional literature and modern writing with western influence. *A grade of C or better in ENG 150 is required.*

## MATHEMATICS

### MATHEMATICS DEPARTMENT MISSION STATEMENT

The mission of the Mathematics Department is to provide quality education in various areas of mathematics to support certificate and degree programs. The department offers courses that promote critical thinking and logical reasoning while developing and strengthening problem solving skills. The Math department is committed to prepare all students who lack basic math skills by offering developmental courses in arithmetic and introductory algebra. In addition, the department also offers courses in vocational technical math, college algebra and trigonometry, statistics and calculus to ensure that ASCC students acquire the necessary mathematical foundation for entry into the work force or for transferring to four-year institutions.

**COMMUNITY ADVISORY COUNCIL:**

Mr. Varghese Varghese, DOE Math Specialist; Ms. Manuia Satele, Alumni/Accountant for ASTCA, and Ms. Anapogi Young, Alumni/Public Works Engineer.

**CHAIRPERSON AND FACULTY:** Mrs. Letupu T. Moananu, Chairperson; Mrs. Sinaitaaga J. Mose, Dr. Fredrick Wanjau, Mr. Laau Liufau, Mr. Tunufai Leiato, Mr. Marston Porter, Mr. Etuale Moe Masoe, and Mr. Anthony Felise, Faculty.

**MATHEMATICS COURSE DESCRIPTIONS**

**Qualifying Placement or standardized test scores (ACT, SAT, etc.) are used for appropriate placement in math courses.**

**MAT 80 Preparatory Math (4)**

A developmental mathematics course for those persons in need of advanced mathematical operations skills, geometry, beginning algebra skills, negative numbers, percent, ratio, proportion, measurements, fundamentals polynomial operations, exponent usage, solving simple equations, inequalities and simple word problems.

**MAT 90 Elementary Algebra (4)  
formerly Basic Algebra (3)**

The basics of Algebra which include the following: equations and inequalities, operations on polynomials, factoring, algebraic fractions, simple and quadratic equations, powers and roots, and systems of equations.

**MAT 150 Survey of Mathematics (3)**

Introduces students to logic, sets, number bases, history and philosophy of mathematics, metric system, geometry, equations, inequalities, and problem solving.

**MAT 151 Intermediate Algebra (3)**

Extends topics introduced in Elementary Algebra and prepares students for a College Algebra math course. Topics include sets and real numbers, equations and inequalities, linear equations and functions, polynomial functions, exponential and logarithmic functions. *Students with a grade of "C" or better in MAT250 cannot take this course as an elective.*

**MAT 155 Vocational Technical Mathematics (3)**

This course introduces students to sets, numeration systems and rational numbers. Topics in the real numbers include conversion methods. Basic algebraic equations, inequalities and problem solving and their application to vocational areas are presented. Brief review of geometry, consumer mathematics, and an introduction to basic trigonometric functions also included.

**MAT 250 College Algebra and Trigonometry (4)**

**Prerequisite:** *MAT 151 with a grade of "C" or better*  
Linear and quadratic equations and inequalities, functions and graphs, analytic trigonometry and functions, logarithmic and exponential functions, conic sections, sequences, and series. An introduction of analytical geometry is also presented. Designed for students wishing to go on four year college programs.

**MAT 260 Introduction to Statistics (3)**

A basic introduction to descriptive and inferential statistics. The emphasis is on applications and interpretation. Topics covered are graphical techniques, basic probability, confidence intervals, hypothesis testing, analysis of variance testing, and goodness of fit tests, regression and correlation.

**MAT 280 Calculus I (5)**

*Prerequisite:* MAT 250

A short review of functions is followed by an in depth study of limits. Continuous functions and limit theorems are presented. The derivatives including derivatives of composite functions, implicit differentiation and higher order derivatives.

Applications of the derivative include the following: maxima and minima, Rollers Theorem, increasing and decreasing functions, concavity, limits at infinity, infinite limits, applied extreme problems, and anti-derivatives. The properties of the definite integral and indefinite integral are explored. Applications of the integral include the following: area, volumes of revolution, volume by slicing, arch length, work, liquid pressure and the average value of a function.

**MAT 281 Calculus II (5)**

*Prerequisite:* MAT 280

Derivatives of trigonometric functions are presented with hyperbolic functions. Basic techniques of integration including integration by parts, partial fractions, trigonometric substitution, and numerical methods are explored. Topics include indeterminate forms, sequences and series, polar coordinates, parametric equations, and conic sections.

## NURSING

### NURSING DEPARTMENT MISSION STATEMENT

The Nursing Department prepares and perpetuates knowledgeable and caring nurses who are aware of and sensitive to the health needs of the diverse cultures, growing number of complex diseases and disorders, and to care for clients in a variety of health care settings.

The department offers programs that will qualify the graduate to take the National Council for Licensure Examination (NCLEX) for the Licensed Practical Nurse (LPN), and Registered Nurse (RN) that will provide the foundation for an off-island Bachelor of Science in Nursing (BSN). Successful completion of these Registry Examinations enables the nurses to practice in the United States accredited hospitals and Public Health agencies within American Samoa, as well as other U.S. territories.

Upon completion of the requirements for a Certificate of Proficiency in Practical Nursing students will be able to:

1. Function as a member of the health care team under the supervision of the RN and/or MD/MO
2. Utilize skills and theory knowledge in providing basic, routine, and technical nursing care
3. Utilize the planning, implementation, and evaluation of the nursing process in providing nursing care
4. Demonstrate writing skills through written care plans and legal documentations
5. Demonstrates knowledge of medication administration in the care of clients
6. Develop an awareness of cultural and ethnic factors that influence clients' responses to illness
7. Identify teaching-learning principles in assisting the clients to become participative in their own care
8. Apply knowledge of legal standards and ethical concepts in the delivery of nursing care
9. Utilize critical thinking skills in the care of clients

### PROGRAM ADMISSION REQUIREMENTS

The Practical Nursing (PN) and Registered Nursing (ADN) Programs have special pre-requisites and admission requirements. Further information and application requirements can be obtained from the Nursing Department. Completed applications for the PN and RN programs are accepted from **April 1 to May 15** for Fall admission. Applicants are responsible for submitting official college transcripts directly to





the Registrar's and Admission Office from the college(s) attended. Each application will be reviewed prior to an interviewing process by the Nursing Program Advisory Committee. Notification of the scheduled interviewing date will be sent by mail (or by telephone for off-island applicants). Letters of acceptance or non-acceptance to the desired program will be sent one to two weeks after the interviewing date.

Students accepted to the program must submit the following:

1. Completed Physical Exam from Department of Health
2. Tuberculosis (TB) Clearance
3. Successful completion of pre-requisites courses required for PN and AND programs.  
(See advisor or Nursing Program Handbook)

#### **COMMUNITY ADVISORY COUNCIL:**

Toaga Seumalo, RN, ASHSRB Executive Secretary; Tele Hill, RN Department of Health; Tofiga Tufele, LPN, President, American Samoa Nurses Association; Dr. Daniel Chang, ASCC Health & Human Services Department; Emilia Lei, ASCC Dean of Student Services.

#### **CHAIRPERSON AND FACULTY:**

Lele Ah Mu, Chairperson; Ann Longnecker, Faculty.

### **CERTIFICATE OF PROFICIENCY IN PRACTICAL NURSING**

This program is designed to prepare students with entry level competencies as Licensed Practical Nurses (LPN). Upon successful completion of the program, students are eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN) and function as a member of the health care team under the supervision of a Registered Nurse and/or physician.

Special admission requirements for the Practical Nursing Program include:

1. Completion of all prerequisites with a grade of "C" or better
2. Grade point average (GPA) of 2.5 or higher
3. Acceptance into the program by the Nursing Program Advisory Committee

### **ASSOCIATE OF SCIENCE DEGREE IN NURSING**

The program is designed to prepare students for entry level practice as registered nurses. Students are given theoretical instructions and an opportunity to demonstrate clinical application of nursing skills. The LPN transitioning to the ADN program or direct entry student without nursing experience are required to complete the General Education Requirements (GER) and pre and co-requisites listed for the ADN program. Furthermore, the ADN program is approved by the American Samoa Health Services Regulatory Board that grants the graduate eligibility to take the National Council Licensure Examination (NCLEX-RN) for the Registered Nurse. The licensed graduate are prepared to fill positions as Registered Nurse (RN) in hospitals, public health, industrial areas, and private clinics, and are eligible to apply for the Bachelor of Science in Nursing (BSN) programs off-island and online.

Special admission requirements for the Associate of Science Degree in Nursing (ADN) program are based on the following:

1. Successful completion of General Education Requirement and program pre-requisites with a grade of "C" or better recommend to list the pre-reqs in place of parenthesis.
2. Grade point average (GPA) of 2.5 or higher. Acceptance into the program by the Nursing Program Advisory Council.

#### **NURSING COURSE DESCRIPTIONS**

##### **NUR 150 Fundamentals of Nursing (7)**

The beginning nursing course explores the basic concepts and skills relevant to nursing practice. Emphasis is on knowledge and application of the nursing process in approaching patient care situations in the acute care settings under supervision of the faculty. *This course is taken concurrently with NUR155.*

##### **NUR 155 Nursing Perspectives (2)**

This course discusses the evolution of nursing as a profession, the role of the practical nurse, the health care system, legal and ethical concepts in nursing, and nursing opportunities. *This course is taken concurrently with NUR 150. 2 hours of lecture per week.*



### **NUR 180 Introduction to Adult Health (16)**

**Prerequisites:** *NUR 150, NUR 155*

This course focuses on the use of the nursing process in applying theory and skills in the care of patients who have medical and surgical disorders in long term and acute care setting, including administration of medication under the supervision of the faculty. Mental health concepts will also be utilized while caring for patients in these settings. The course is offered during the Spring semester:

### **NUR 190 Family/Child Nursing (8)**

**Prerequisite:** *NUR 180*

The course focuses on the practical nurse's use of the nursing process to apply nursing theory and skills to assist childbearing families, newborns, pediatric clients and their families from varied cultural backgrounds. Knowledge is applied in patient care situations in obstetrical and acute pediatric care setting, including administration of medications under the supervision of the faculty.

### **NUR 203 Maternal-Newborn Nursing (6)**

**Prerequisites:** *NUR 206, NUR 207*

This course introduces concepts related to the childbearing experience and the maternal roles are explored. Nursing theory and skills are applied in the care of mothers and newborn in the obstetrical setting, including administration of medications under supervision of the faculty. *NUR 204 must be taken the first 8 weeks of the semester. 8 hours of lecture, 12 hours of laboratory work per week.*

### **NUR 204 Nursing of Children (6)**

**Prerequisites:** *NUR 206 & NUR 207*

Nursing of Children focuses on the application of the nursing process in caring for children with medical and surgical disorders in acute care settings, including administration of medication under surgical disorders in acute care settings, including administration of medication under supervision of faculty. Concepts related to the environment, immunization, safety, parent-child interaction will be explored. *NUR 203 must be taken the last 8 weeks of the semester. 8 hours lecture, 12 hours of clinical laboratory per week.*

### **NUR 205 Adult Health I (7)**

Adult Health I reviews the nursing process, basic nursing concepts, and nursing skills. The course

focuses on the use of the nursing process in providing care for the clients with moderately severe health care alterations in psycho-social, metabolic, circulatory, immunologic and respiratory functioning. This course is offered for the last 8 weeks of the semester: *4 hours of lecture and 8.4 hours of clinical laboratory per week.*

### **NUR 206 Issues and Trends in Nursing (2)**

**Prerequisites:** *NUR 200, NUR 205*

This course entails the study of nursing trends, past, present and future, as they relate to society to understand the nurse's professional and legal role in influencing health policies and practices. Issues and Trends in Nursing focuses on the three roles of the nurse, legal and ethical responsibilities, and transition from student to professional as the student becomes responsible and accountable for practice as a registered nurse. *NUR 207 must be taken concurrently. 2 hours of lecture per week.*

### **NUR 207 Adult Health II (7)**

**Prerequisites:** *NUR 200, NUR 205*

Emphasis is on utilizing the nursing process to assist clients requiring moderate adaptation to meet alterations in elimination, metabolic, mobility, body integrity, neurosensory and reproductive functioning. *NUR 206 must be taken concurrently. 3 hours of lecture per week, 9 hours of clinical laboratory per week.*

### **NUR 208 Mental Health/Psychiatric Nursing I (6)**

**Prerequisites:** *NUR 203, NUR 204*

This course focuses on the nursing process to meet the psychosocial needs of a culturally diverse population across the lifespan. Psychosocial needs include safety, love and belonging, esteem and recognition, and self-actualization-aesthetic needs. Emphasis is placed on self-awareness; the health illness continuum, therapeutic relationship with the client in the mental health system. *NUR 211 must be taken concurrently. 4 hours of lecture, and 6 hours of clinical laboratory per week.*

### **NUR 211 Community Health Nursing (6)**

**Prerequisites:** *NUR 203, NUR 204*

This course focuses on exploration and application of concepts in providing comprehensive nursing care to



clients, families, and the community. Emphasis is on the role of Public Health Nurses in the prevention of disease and maintenance of optimum health for clients of all ages. *NUR 208 must be taken concurrently. 4 hours of lecture per week, 6 hours of clinical laboratory per week.*

**PHM 150 Introduction to Pharmacology (3)**  
(formerly *General Pharmacology*)

*Prerequisites: BIO 181, MAT 155*

This course focuses on knowledge of the mechanism of action, toxicity, and nursing and other therapeutic uses and implications of the major categories of drugs. Knowledge is applied to patient care situations in which drugs are used in the maintenance of health and treatment and prevention of illness.

**PHM 200 General Pharmacology (4)**

*Prerequisite: BIO 251*

This course focuses on the basic principles involved in drug therapy. Drugs will be approached in terms of their mechanisms of action and drug effects, indications, contraindications, side effects and adverse effects, toxicity and management of overdose, interactions, dosages, idiosyncrasies, toxicities, and clinical applications. The effect of drugs on the various bodily systems will be explored.



## PHYSICAL EDUCATION

### PHYSICAL EDUCATION MISSION STATEMENT

The Physical Education (PED) Department's mission is to provide experiences that guide students in the process of becoming physically active for a life time. The department offers courses that fulfill the requirements for Associate of Arts and Associate of Science degrees. The department actively pursues athletic scholarships for those interested in continuing participation abroad and also provides continuous training for those athletes who intend to pursue athletic participation.

**COMMUNITY ADVISORY COUNCIL:** Clayton Mahuka, DOE Sports Coordinator; Samoa Samoa, Nu'uuli VocTech High School; Arona Samoa, Leone High School; and Sila Samuelu, Samoana High School.

**CHAIRPERSON AND FACULTY:** Mr. Ed Imo, Chairperson/Faculty.

### PHYSICAL EDUCATION COURSE DESCRIPTIONS

**PED 150 Basketball (1)**

This course will provide the student with the basic skills of basketball such as shooting, passing, rebounding, defending and knowledge of the rules to play at the novice level.

**PED 151 Weight Training (1)**

Basic health practices with emphasis on developing muscle strength, endurance, and physical fitness will be covered in this course.

**PED 152 Beginning Aerobics (1)**

This course will be focused on improving cardiovascular fitness through a variety of high, medium and low intensity aerobic exercises. This course will develop strength, endurance, flexibility and coordinating low, moderate and high impact bending, jumping, reaching and kicking.





**PED 153 Beginning Tae Kwon Do (1)**  
(formerly *Beginning Hap Ki Do and Tae Kwon Do*)

This course will teach theoretical and practical aspects of the martial arts of “self-defense” using ancient Korean arts of the Tae Kwon Do.

**PED 154 Golf (1)**

This course is for the student with no previous golf experience. Basic fundamentals of golf including the rules, etiquette, and terminology will be covered. Field work experience will be required. Fees at the local golf course will be paid by the student.

**PED 155 Volleyball (1)**

The basic skills of volleyball such as passing, setting, spiking, serving, teamwork, strategies and rules will be emphasized.

**PED 156 Introduction to Tennis (1)**

The course is for beginning tennis enthusiast. Singles and doubles competition will be emphasized. Skills such as forehand and backhand strokes, volley, service, basic strategy, footwork, and etiquette will be stressed.

**PED 170/ MSC 110 Swimming (1)**

This course focuses on teaching the basic swimming strokes: western crawl, back stroke, side stroke, breast stroke and the butterfly.



## SAMOAN STUDIES

### SAMOAN STUDIES DEPARTMENT MISSION STATEMENT

The Samoan Studies Department (SSD) prepares students to be knowledgeable and skillful in the Samoan culture. Furthermore, the Samoan Studies Department offers an Associate of Arts degree with an emphasis in Samoan Studies.

### MANULAUTĪ

E saunia e le Matagaluega o Aoaoga ma Suesuega Samoa tagata aooga ina ia atamamai ma faatufugaina i le aganuu Samoa. E le gata i lena, e ofo atu e le Matagaluega a le Ofisa o Aoaoga ma Suesuega Samoa se tikeri A.A e faatau ai Mataupu Samoa.

### COMMUNITY ADVISORY COUNCIL / KOMITI

**FAUFAUTUA:** Rev. Afalupetua Utai, Representative of CCCAS Church; Rev. Samuelu Areta, Representative of Methodist Church; Afioga Fuimaono Tone Tamalii, Community representative; David Mageo, KVZK TV representative; Ms. La Poasa, 93-KHJ Radio Station representative; Mrs. Faleupolu Mariota, Representative for teachers of DOE.

**FACULTY/FAIAOGA:** HTC Telei'ai C. Ausage, Chairperson; Mrs. Alofa Nuusila, Mrs. Tamari Mulitalo-Cheung, Mr. Evile Faatauao Feleti, Ms. Lucille Achica, and Dr. David Addison; Faculty.

### SAMOAN STUDIES COURSE DESCRIPTIONS FAAMATALAINA O MATAUPU TAU SAMOA

**SAM 101A Conversational Samoan 1 (3)**  
(formerly *SAM 101*)  
**Talanoaga Faasamoa 1 (3)**

This is a conversational Samoan Language course at the elementary level. The focus is on enunciation, vocabulary building, and the correct use of words in directed fundamental dialoguing, which should transit to more student-generated conversation. Upon completion, students should become comfortably fluent that they would want to continue with further training in SAM 101B or SAM 111 at ASCC, or





learning on their own. *This course is intended for non-speakers of the Samoan Language.*

E mafuli le tele o felafolafola'iga i le faatautaiga o talanoaga Faasamoa ma e ta'ua lenei mataupu o le vasega muamua. E a'oa'o le faaleoga sa'o o upu, fauga o upu, o le faaaogaga sa'o o upu i totonu o se talanoaga ma i'u ai ina agavaa le tagata e faaoga le gagana Samoa e feso'ota'i ai. O le a faaosofia le lagona fiafia i le tagata a'oga e fia a'oa'o pea le gagana Samoa ma faaauau atu ai i le isi vasega e ta'ua o le SAM 101B po o le SAM 111 i le Kolisi Tuufatasi o Amerika Samoa, po o le faia fo'i o ni ana ia sailiiliga. O lenei vasega e mo tagata e le iloia Faasamoa.

**SAM 101B Conversational Samoan 2 (3)  
Talanoaga Faasamoa 2 (3)**

This is a conversational Samoan Language course for students who are able to speak limited Samoan, and wishing to transit into writing dialogues, messages, verses, nursery rhymes, and simple directions. The focus will be on structure of basic Samoan sentences.

O lenei mataupu o Talanoaga Faasamoa e mo tagata aoga ua tau iloa faaoga le gagana Samoa, ma ua iai fo'i le naunauta'iga e amata ona tusitusi, tauloto, ma faatino faatonuga faigofie. O le faamoemoe o lenei vasega e a'ia'e ai le kalama o le fuaiupu Samoa.

**SAM 111 Introduction to the Samoan Language (3)  
(formerly SAM 162 Samoan Language Culture)**

**Faamasaniga i le Gagana Samoa (3)**

This is an introductory course in Samoan writing and speaking, grammar and usage of contemporary and commonly used respectful Samoan phrases. *Students enrolled are recommended to write and speak fluent Samoan.*

O lenei mataupu amata i le gagana Samoa e a'oa'o ai tusitusiga ma tautalaga, faaaogaga o le kalama ma le gagana faaonaponei ma le gagana faaaloalo masani. *E fautuaina tagata aoga e tusitusi ma tautatala manino i le gagana Samoa.*

**SAM 151 Freshman Samoan (3)  
(formerly Samoan I)**

**Gagana Samoa Tausaga Muamua (3)**

This is an intensive course in formal Samoan speaking and writing. Students are required to write narrative, descriptive, expository and persuasive compositions. The speaking aspect closely follows writing during the laboratory periods. Critical thinking, effective speaking and reading with a purpose will also be stressed.

O lenei mataupu e faataunuu ai a'oa'oga ua tuutuu i le loloto o le gagana tautala ma le tusitusi. E tataui tagata aoga ona tusia ni tala i se mea na tupu, faamatalaga auiliili o se mea, vailiiliga o itu uma o se mataupu ma le faaaogaga o le gagana faatosina. E mulumulita'i le gagana tautala i le gagana tusitusi i le taimi o faatinoga a lea mataupu. E faamalosia le faaaogaga o mafaufauga ua ua'i loloto, e o'o fo'i i le tautala aloa'ia ma le faitau malamalama.

**SAM151L Freshman Samoan Laboratory (1)**

**Prerequisite:** *Concurrently enrolled in SAM151*

**Mataupu Ulufale:** *O lo o tauaveina le SAM 151.*

The students will undergo drills, with the aid of video cameras and other equipment to develop critical thinking, read with a purpose, and write in the style that targeted readers would understand and appreciate. They will visit selected cultural activities to observe orators and review/write analytically.

O le a fa'ata'ita'i e tagata aoga le faiga o galuega faatino, e faaoga ai mea pu'eata ma isi masini e atiae ai mafaufauga ua'i loloto, faitau malamalama, ma tusitusi i se gagana e mafai ona malamalama ma fiafia i ai se 'au faitau. E ma'ita'itu le faatinoga o faalavelave Faasamoa ma matau le faiga o le lauga a tulafale ma iloilo/tusitusi auiliili.

**SAM 152 Introduction Samoan Culture (3)  
Faamasaniga i Aganuu Samoa (3)**

This is an introductory course to Samoan culture. Students will discuss, and analyze cultural aspects of the faasamoa such as, appropriate language, appropriate behavior in varying spatial contexts. The concepts of extended families and their functions, land tenure and peopling of Samoa. Students will be expected to express opinions on Samoan society.

O le mataupu faamasani lenei i le aganuu Samoa. O le a lauliliu, ma iloilo e tagata aoga nisi o tu



faasamoa e pei o, gagana talafeagai, amio talafeagai i ituaiga saofa'iga eseese i totonu o se nuu. E a'oa'o ai konesepi tau le aiga potopoto ma o latou aoga, fanua ma lona faasoaga ma le 'ainaina o motu o Samoa. E tataui tagata aoga ona faaali manatu e faatatau i saofa'iga eseese a Samoa.

**SAM 154 Introduction to Samoan Literature (3)  
Faamasaniga i Tala Faamauiina a Samoa (3)**

This course is required for an Associate of Arts Degree in Samoan Studies. Students will be able to review ancient Samoan literature and history through historical oral recitations of "solo" that are manifested in everyday life: the 'ava ceremony, traditional speeches (lauga), marriage (tini), chants and meditation (tapuaiga). Students will be introduced to other popular forms of history, songs, myths, legends, fagogo, humor (faleaitu), and contemporary stories. Students will study the impact of the Bible on Samoan literature.

O le tasi lena mataupu faamalosi mo le tikeri AA i le gagana ma aganuu Samoa. I lena mataupu o le a mafai e tagata aoga ona iloilo tala o le vavau ma le tala faasolopito e ala atu i ana solo o aso fai soo: ava, lauga, tini, tapuaiga. O le a faamasani fo'i tagata aoga i isi ituaiga tala faasolopito, pese, tala o le vavau, fagogo, faleaitu ma tala faaonaponei. O le a su'esu'e tagata aoga i le aafiaga o gagana faamauiina a Samoa i le Tusi Paia.

**SAM 172 Samoan Traditional Political  
Organization (3)  
Faigamalo faasamoa (3)**

This is an analytical survey of Samoa's traditional political system: its organization, operation, the changes that took place over the years, and the influence of the missionaries and Western political systems.

O le mataupu lena e iloilo ai upufai o malo a Samoa: i lona faatulagaga, faagaoioiga ma suiga i tausaga na tauasa mai ai, ma le aafiaga ona o misionare ma faatulagaga o malo mai fafo.

**SAM 204 Samoan Mythology (3)  
Tala o le Vavau a Samoa (3)**

*Prerequisite: SAM 111*

*Mataupu Ulufale: SAM 111*

Students will survey Samoan myths and legends as a genre of literature, be introduced to theory on mythology, study the literary elements in indigenous myths, acquire a view of the commonalities among Polynesian myths, typology, and archetypes, and think critically and analytically of Samoan mythology and its dynamics.

O le mataupu lena e faatatau i tala o le vavau a Samoa ma o le a faamasani ai tagata aoga i tala tuu ma tala o le vavau i lona sionalei faamaumau. O le a sailiili e tagata aoga tala o le vavau i lalo o faatufugaga po o le sionalei tau fatuga, faamasani i pitofilo tau tala o le vavau, a'oa'o elemeni o tala o le vavau a tagatanuu muamua, a'oa'o mai ni tala e tutusa ai le atu Polenisia, i ni ona ituaiga ma mamamu taatele, atoa ai ma le mata'itu ma le iloilo toto'a o tala o le vavau a Samoa i ni ona tafa eseese.

**SAM 244 Theatrical Arts (Faleaitu) (3)**

*Prerequisite: SAM 111*

*Mataupu Ulufale: SAM 111*

This course is a study of Samoa's existing "faleaitu" as a genre of Samoan Literature. Students will be able to think analytically and critically of Samoan humor in entertainment, the indigenous theatrical presentation of "faleaitu," and the use of "faleaitu" as voice of the common people. Satire, irony, ridicule and comical character sketches are studied.

O le mataupu lena e aoaoina ai faleaitu faaleatunuu i lona faatufugaga faafatuga moni a Samoa. O le a mafai ona iloilo ma faitio e tagata aoga suaga i taimi o faafiagi faasamoa, le faatinoga e tagatanuu o lena faatufugaga o faiva, ma le faaogaga o le faleaitu e tauala atu ai se feau mai tagata lautele. E aoaoina ai foi le faaogaga o le tausuaigā e tauala atu ai faitioga i ni lape o tagatanuu, faamatalaga tuufaafegai, taufaifai ma le taufa'a'ata.



**SAM 251 Sophomore Samoan Composition (3)**  
*(formerly SAM 152 Samoan II)*  
**Gagana Samoa mo Tausaga Lua (3)**

*Prerequisite:* SAM 151

*Mataupu Ulufale:* SAM 151

This is a second year course in research methods with emphasis on Samoan composition. The student will conduct a research of Samoan Studies topics using Modern Language Association approved research methodology. Focus will be on published materials on Samoan Studies in any field of choice.

O le mataupu o le tausaga lua leni i metotia tau Suesuega e faapitoaugafa i tusiga Faasamoa. O le a faatino e le tagata aoga se suesuega i mataupu tau Samoa e faaoga ai le faatulagaga taualoa o le Asosi o Gagana Faanonaponei (Modern Language Association e limata'ita'ina ai sailiiliga. O le a faatau lomiga e faataata i mataupu Samoa, i soo se matata.

**SAM 261 Samoan Oratory (3)**  
**Gagana Faafailauga Samoa (3)**

*Prerequisite:* SAM 152

*Mataupu Ulufale:* SAM 152

This course introduces students to techniques of organizing and delivering speeches in various cultural settings. Major course work consists of discussing oratorical language and its application to the different cultural occasions, speech content, and of performing this art of Samoa.

O le mataupu leni e faamasani ai tagata aoga i alafua e faatulaga ma momoli ai lauga i soo se ituaiga saofaiga faaleaganuu. O le tele o le galuega faatino e aofia ai le iloiloga o le gagana faafailauga ma lona faaogaga i faalavelave ma mataupu tau le aganuu, iloiloga o le anofale o le lauga atoa ai ma le faatinoga o leni faatufugaga faaatisi a le atunuu.

**SAM 271 Samoan Creative Writing (3)**  
**Fatuga po o Tusiga Tala Faasamoa (3)**

*Prerequisite:* SAM 151

*Mataupu Ulufale:* SAM 151

This is a course to creative writing via “Solo”, satire, humor and short stories told with a Samoan flair. Narrative, descriptive, expository and persuasive forms are also taught.

O se mataupu leni tau tusigā tala fatu e ala atu i solo, tusiga e faaoga ai le tausauuigā e tauala atu ai faitioga

i ni lape o tagatanuu, tala taufa'a'ata atoa ai ma tala e tusia i le agaga Faasamoa. E a'oa'oina ai foi tusiga o mea tutupu i olaga o tagata, tusiga e faamatala ai foliga mai o se mea, tusiga e faailoa ma iloilo ai se mataupu ma le ituaiga tusitusiga faatauana pe faatosina.

**SAM 281 Translation (3)**  
**Faaliliuga Faasamoa (3)**

*Prerequisite:* SAM 151

*Mataupu Ulufale:* SAM 151

This course introduces students to the general rules and skills of translation and interpretation; i.e., translating English words without Samoan equivalents. Students study and analyze translations in local papers and visit the courts to observe and critique court interpreters.

O le mataupu leni e faamasani ai tagata aoga i tulafono lautele ma agavaa tau faaliliuga ma faauigaga, e pei o le faaliliuga o upu Peretania i upu Samoa. E aoaoina ma iloilo foi e tagata aoga faaliliuga i nusipepa i le lotoifale ma asiasi atu i le faamasinoga e māta'itū ma auiliili le galuega faaliliu a tagata faaliliu i lea matātā.

**SAM 291 Journalism in Samoan (3)**  
*(formerly SAM 211)*  
**Tusitusiga a le au faasalalau i le Gagana Samoa (3)**

*Prerequisite:* SAM 151

*Mataupu Ulufale:* SAM 151

This course introduces students to methods of gathering, writing and disseminating news, and other types of pertinent information through the media—printed or aired. Students study freedom of speech, censorship, and libel laws.

O le mataupu leni e faamasani ai tagata aoga i metotia o le aoina, tusiga ma le faasalalauina o talafou, ma isi faamatalaga i ala eseese o faasalalauga – e ala i le lolomi po o le faasalalauina i le 'ea. O le a a'oa'oina e tagata aoga saolotoga i le gagana, tapulaa o faamatalaga ma tulafono i le ta'ulegaina o se tagata.



## SCIENCE

### MISSION STATEMENT

The mission of the Science department is to provide educational services, research, and outreach programs in the broad areas of basic sciences and the associate of arts degree in Marine Science. The department is committed to a strong science program that deals with the latest technologies, environmental issues and life sustainability.

### COMMUNITY ADVISORY COUNCIL:

Dr. Leoleoga E. Leituala, Veterinarian, DOA; Ms. SolinTuamu, Coastal Zone Management, DOC; Mr. Enesi Enesi, DOE; Dr. Annie Fuavai, LBJ; Mrs. Marilyn P. Anesi, Family Planning, DOH.

**CHAIRPERSON AND FACULTY:** Dr. Kenneth Bell, faculty; Dr. Randel Dewees, faculty; Mrs. Kelley Anderson – Tagarino, faculty.

### SCIENCE COURSE DESCRIPTIONS

#### BIO 150 Introduction to Biological Science (4)

This course studies the nature of science and scientific inquiry and the historical development of biological concepts and principles. This course requires laboratory experiments and projects illustrate and emphasize the use of biological principles. This course is not available to students with a “C” grade or better in BIO180 or BIO 181.

#### BIO 155 Ecology (4)

*(formerly ECO 150)*

This course focuses on close studies of inter-relationships of living things and their total environment, and it is used to promote awareness of the need for efforts in natural resource conservation, pollution control and a clean, healthy environment. Laboratory experiments are coordinated with the lectures and emphasize proper laboratory procedures.

#### BIO 180 Biology I (4)

*Prerequisites: ENG 150*

Introductory biology course for all life science, pre-medical, pre-veterinarian, and health science majors.

Study of cell structure and function, chemistry, growth, reproduction, genetics evolution, viruses, prokaryotes, protists and fungi. Laboratory experiments are coordinated with the lectures and emphasize proper laboratory procedures.

#### BIO 181 Biology II (4)

*Prerequisite: BIO 180 not to be taken concurrently with BIO 250*

Continuation of BIO 180. Study of the systems of plants and animals, their anatomy and physiology with emphasis on the human organism. Interactions of animal and plant populations and the environment are also studied in the course. Laboratory experiments are coordinated with the lectures and emphasize proper laboratory procedures.

#### BIO 250 Anatomy and Physiology I (4)

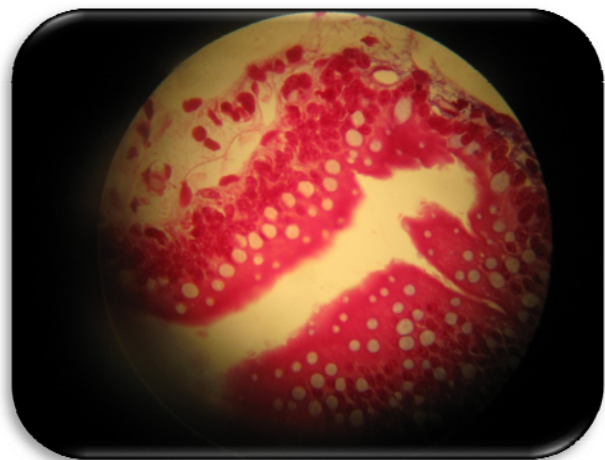
*Prerequisite: BIO 181*

Anatomy and Physiology I is the first of a two-semester course that studies the structure and function of the human body, including a study of its gross anatomy, micro anatomy, physiology, pathology, and pathophysiology. The laboratory sessions include exercises in basic human physiology, detailed description of various organ systems observed through dissection activities.

#### BIO 251 Anatomy and Physiology II (4)

*Prerequisite: BIO 250*

This course is a second semester continuation of BIO 250, with intense studies of the structure and function of the human body including gross anatomy, micro anatomy, pathology and pathophysiology. Laboratory session includes exercise on the gross and microscopic anatomy of the human body with special emphasis on the skeleton, muscles, heart, blood vessels, and enzyme actions.







### **BIO 255 Microbiology (4)**

**Prerequisite:** *BIO 180*

This course is a description of the characteristics of micro-organisms and their habitats. Microbiology deals with micro-organisms in health and disease; their removal and destruction; infection and immunity; and disease caused by micro-organisms and how they are transmitted. Laboratory experiments are included in the course.

### **CHM 150 Chemistry I (4)**

**Prerequisites:** *ENG 150, MAT 151*

This course covers the basic principles of chemistry. It is an introduction to chemical and physical changes, atomic structure, orbital, chemical bonding, chemical equations, phase changes and ideal gas laws and applications. The laboratory experiments will introduce techniques and basic principles of chemistry. Computer simulation on the atomic particles location, the experiments that show color change, formation of bubbles, precipitation, and the sort. This course entails computer based experiments using logerpro.

### **CHM 151 Chemistry II (4)**

**Prerequisite:** *CHM 150*

Chemistry II is the continuation of Chemistry I, which introduces chemical energy and kinetics, thermo chemistry, equilibrium, ionic solutions, oxidation-reduction processes, carbon compounds-organic chemistry, polymers and plastics. Laboratory experiments introduce techniques and basic principles of chemistry, titration, acids and bases, computer based experiments using logerpro.



### **MSC 100 MOP Seminar (1)**

This seminar will provide an overview of Territorial ocean issues and help prepare the student for his/her career. Weekly seminars will be conducted by professionals involved with marine activities, management, education, research and business. Guest speakers will present information on his/her career and its application to American Samoa. Students will explore MOP goals and learn to write professional documents such as resumes, proposals and reports in preparation for conducting a MOP skill project. They will also learn to match internships and research projects with their education and career goals. This course is required to earn a Certificate of Proficiency in the Marine Option Program.

### **MSC 110/ PED 170 Swimming (1)**

A mandatory class for students taking SCUBA and attempting any strenuous swimming in other Marine Science classes. Swimming is designed to provide a basic safe background in the ocean environment. Basic swimming strokes will be taught in a shallow water setting. Survival skills will be taught so that in the event of an at sea emergency, all students will be able to deal with emergency situations.

### **MSC 150 Introduction to Oceanography (4)**

This course provides an introduction to oceanographic phenomena. The interrelationships between physical, chemical, geological and biological oceanography are discussed at length. Air-sea interactions and their global implications are examined. Field trips may involve open-ocean studies. Saturday field trips required.

### **MSC 155 Environmental Geology (4)**

This course covers the application of geology to all interactions between humans and the earth. It is intended as an introductory Geology course specifically designed for Marine Science majors, and all students who would like to be introduced to the basics of geology in the context of real environmental issues.

### **MSC 157 South Pacific Geology (3)**

**Prerequisite:** *MSC 155*

An introductory course in the study of the Pacific Islands and their evolution through geologic time. This course covers the processes and products of island formation, volcanoes, coastal morphology,



ocean currents, sea-level effects through time, and local plate tectonics and their effects on the Fijian Archipelago and the Tongan Trench. Focus is given to the catastrophic formation of the Samoan Islands.

### **MSC 160 Natural Marine Resources (3)**

This course is an introductory Marine Science class designed to familiarize students with the potential resources of the sea. Special attention is given to South Pacific issues and organisms. The course will encourage environmental practices and discuss existent methods of harvesting and culturing organisms, ethics and regional impacts. Students will be asked to design their own projects or redesign one in which they have interest by making use of resources in American Samoa. \* This may also count as a SAMPAC course.

### **MSC 170 Introduction to Marine Biology (4)**

An in-depth investigation of the various marine ecosystems such as sand, mud, and rocky intertidal areas, salt marshes, estuaries, coral reefs, and mangrove forests; also the neritic, pelagic, and benthic regions of the open ocean. Includes the numerous interactions between biotic and abiotic factors. Adaptations of life forms for survival in these environments will be discussed. Also, includes laboratory exercises and field trips to the coast. Laboratory exercises and field trips will be an integral part of the course.

### **MSC 197/AGR 197 Polynesian Culture and Natural Resources Learning Project (3)**

*Prerequisite:* A 4-credit Biology course

This course is designed to provide the necessary background information for participation in a service learning program. The course studies the natural resources of American Samoa and their relationship to cultural usage. Students enrolled in this course will be provided with a list of information and topics and given the opportunity to explore and conduct further research. They will also learn about the resources and cultures of other countries and make comparisons to America Samoa.

### **MSC 200 Introduction to Aquaculture (3)**

MSC 200 is an introductory level course that covers the scope and role of aquaculture for increasing food production of aquatic organisms. The biological

principles of aquaculture, including species selection, hatchery breeding and rearing and grow-out practices will be covered, including the status of the aquaculture industry in American Samoa.

### **MSC 201 MOP Skill Project (1)**

*Prerequisites:* MSC 100

Students will formulate a marine related project approved by his/her MOP Coordinator(s). This project will train students in the trades and life skills needed to be successful in pursuit of a career in marine science. Topics have ranged from scientific research to endeavors in the arts. MOP students are encouraged to coordinate their projects with the efforts of local agencies, businesses, educators, or communities. They will have the opportunity to present their skills project at the annual MOP Student Symposium. This course is required to earn a Certificate of Proficiency in the Marine Option Program.

### **MSC 202 MOP Service Learning (1)**

*Prerequisites:* MSC 201

Students will apply the cumulative knowledge gained in their Marine Option Program courses in designing and implementing a community service project related to the marine environment. Students will explore the meaning of civic responsibility and develop their leadership, professional, and academic skills as they engage community agencies to meet community needs. They will better understand the Samoan concept/value of "tautua" (service). This course is required to earn a Certificate of Proficiency in Marine Option Program.

### **MSC 220 Introduction to Fisheries Management (3)**

This course is designed to acquaint students with contemporary fisheries management concepts and practices. Pacific commercial fishing methods and economic aspects of the U.S. commercial fishing industry will be discussed. Students will gain an understanding of the concepts and applications of the ecosystem management, biological diversity, the Endangered Species Act, and habitat restoration, as they apply to fisheries management. Guest speakers bring their work-related knowledge and experiences to the students. Scientific, administrative and enforcement personnel, along with commercial and recreational fishermen, are invited to discuss their



fisheries management involvement with the students.

*NOTE: Can be taken with Instructor's Permission.*

### **MSC 270 Tropical Island Ecology (4)**

This course is designed to give the upper level marine science student a valuable experience in examining and understanding the environment in which they were raised. The course introduces the principles of ecology with an emphasis on tropical marine ecosystems, fisheries and processing. Field work in American Samoa is emphasized.

### **MSC 280 Marine Science Special Projects (2)**

MSC 280 is an in depth exercise in experimental learning that gives marine science students the opportunity to participate in supervised research, local internships, or service learning projects in the community. Credit is based on the extent of work completed and the time involved.

### **MSC 297/AGR 297 Environmental Service Learning Exchange (2)**

*Prerequisite: MSC197/AGR197*

This course is a four-week, service-learning course. Students will utilize knowledge gained from MSC 197/AGR 197 to carry out community service projects that will include: stream bank restoration, trail maintenance and creation of educational displays and signs. They will also learn about the resources and culture of other countries and to make comparisons among the different systems. A portfolio will be kept on activities and a final report will be required on their projects.

### **PHSCI 150 Physical Science (4)**

*Prerequisites: ENG 150*

This is an introductory Physical Science course that focuses on basic chemistry, physics, earth science, astronomy, and biology concepts. Laboratory experiments illustrate methods in physical sciences. (Formerly ASC 150 – Applied Science)

### **PHY 151 Physics I (4)**

*Prerequisites: MAT 151, ENG 150*

Basic principles of physics, laws of nature, measurement, force and motion, work and energy, momentum and impulse, and energy transfer are introduced. For the lab, students will work on well-designed pedagogical tools (lab pro connected with computer, motion sensor and force sensor connected to the lab pro) that permit the students to gather, analyze,

visualize, model and communicate data in their lab report.

### **PHY 152 Physics II (4)**

*Prerequisite: PHY 151*

Physics II is a continuation of PHY 150. Electricity and magnetism, light and optics, modern physics and cosmology are covered in this semester. Laboratory exercises are organized to illustrate these fundamental principles.

## **SOCIAL SCIENCE**

### **SOCIAL SCIENCE MISSION STATEMENT**

The Social Science Department provides students with introductory information in history, psychology, sociology, anthropology, geography and education. The department provides a diverse spectrum of courses acquainting students with their places in historical processes, cultural developments, interrelationships amongst people and the dynamics of societal elements reflected in social, religious, political and technological progress.

More specifically the department offers the Associate of Arts with emphasis in in Political Science degree program and transferable courses for students planning to further their education at off-island colleges and universities.

### **COMMUNITY ADVISORY COUNCIL:**

Mrs. Ipu A. Lefiti, VP, AS Coalition Commission Against Domestic Violence; Okenaisa Fauolo-Manila, Director SSI, Mr. Randall Baker, Adjunct Faculty.

**CHAIRPERSON AND FACULTY:** Mrs. Toaiva Fiame-Tago Chairperson; Mrs. Lilian Temese, Mrs. Megan Goldfarb, and Mrs. Adrian Moana, Faculty.

### **SOCIAL SCIENCE COURSE DESCRIPTIONS**

#### **ANT 150 Introduction to Anthropology (3)**

*Prerequisites: ENG 151*

This course is a general introduction to the discipline of anthropology, utilizing the four-field approach of cultural and physical anthropology, archaeology and linguistics.



**ANT 153 Introduction to Archaeology (3)**

*Prerequisites: ENG 151*

This course is a general introduction to the study of past human cultures and the history of archaeology. Emphasis on basic archaeological theories and methods on how archaeological records are recovered studied and analyzed.

**ANT 154 Cultural Anthropology (3)**

*Prerequisite: ENG 151*

This course emphasizes the scientific methods and theories of cultural anthropology as a vehicle for understanding and explaining the diversity of socio-cultural systems around the world.

**ANT 210 Archaeological Field School (6)**

*Prerequisite: ANT 153*

This course will provide students with training and practical experience in performing archaeological field research through their involvement in an archaeological research project. Students will be introduced to the basic elements of such research as: research strategy and design, planning and logistics, surface survey and mapping techniques, site and feature documentation, sampling strategies, equipment construction and maintenance, excavation techniques, sample collection and preservation, field cataloging, photographic methods, material and data control, and field laboratory analysis. This course is designed for both regular academic and continuing education credit. *Note: Only available Summer Semester. This course involves 8-10 hours of field study each day for 4-6 weeks. Students must be physically fit and capable of physical activity in hot/humid conditions (students will be required to sign a liability waiver). Depending on the research project, the course may be conducted on Tutuila or on another island. In addition to tuition, students will pay a special fee for travel and living expenses. See instructor for details on any particular year's program (e.g., fees, course dates, field location, etc). Fees will vary from year to year depending on the research location.*

**GEO 150 Introduction to Samoan Geography (3)**

This is a preparatory course, which provides a comprehensive background on the geographical terms, concepts and ideas that are evident in Samoan

landscape, climatology, demography and socio-political environments.

**GEO 160 Introduction to Geography (3)**

*Prerequisites: ENG 151*

This course covers the geographic survey of the world's major cultural realms. The course introduces processes of spatial integration and differentiation of economic, geopolitical and cultural landscapes. Furthermore, it entails natural resources distribution, the contrasts and linkages between the developed and developing world.

**GEO 161 Pacific Geography (3)**  
*(formerly Geography of the Pacific)*

This course introduces the physical and human geography of the Pacific island realm. This includes regional marine and terrestrial resources, human settlement and landscape transformation, population and political geography, economic development, resource management and environmental issues. *Note: Field trips are conducted outside of class hours.*

**HIS 150 American History I (3)**

*Prerequisite: ENG 151*

This course introduces the economic, political and social history of the American people to 1865.

**HIS 151 American History II (3)**

*Prerequisite: ENG 151*

This course covers the economic, political and social history of the American people from 1865 to the present.

**HIS 160 Samoan History I (3)**

*Prerequisites: ENG 151*

This course introduces the history of Samoa from its earliest beginnings to 1830. The course will review the emphasis political, social, economic and religious developments, which played significant roles which molded Samoan way of life.

**HIS 161 Samoan History II (3)**

*Prerequisites: ENG 151*

This course covers the history of Samoa from 1830 to the present. The course emphasizes on political, social, economic and religious developments that altered traditional Samoan institutions and created modern Samoan societies.



**HIS 162 Pacific History (3)***Prerequisite: ENG 151*

This course is a thematic approach to the histories of the Pacific. Themes include migrations and human settlements, discoveries and annexations, cultural, sociopolitical and religious developments which affected the lives of the Pacific people.

**HIS 170 World Civilizations I (3)***Prerequisite: ENG 151*

This course emphasizes on the development of cultural, social, economic and political institutions in major world areas, which have affected the course of human progress from the earliest beginnings to the 16<sup>th</sup> Century.

**HIS 171 World Civilization II (3)***Prerequisite: ENG 151*

This course emphasizes on the development of cultural, social, economic and political institutions in major world areas, which have affected the course of human progress from the 16<sup>th</sup> Century to the present.

**PAD 150 Introduction to Public Administration (3)***Prerequisites: ENG 151*

Introduction to the theory and practice of public administration: focus on the administrative environment including relations between governmental branches; a history of administration; theories of administrative organization; the management of public organizations including leadership, personnel, and budgetary concepts, planning and evaluating; public policy questions; current and future issues.

**PHIL 150 Introduction to Philosophy (3)***Prerequisite: ENG 151*

An introduction into the field and the nature of philosophy. Includes a critical examination of people's basic values, ethics and beliefs system. Attempts also to discover what life is best worth living and what ideals are most worth pursuing.

**POL 150 Introduction to American Government (3)***Prerequisite: ENG 151*

Theories, structures, functions and techniques of modern American Government; political concepts, institutions, and practices are stressed in this course.

**POL 151 Introduction to American Samoa Government (3)***Prerequisite: ENG 151*

Dynamic forces which have shaped the structure of the American Government from pre-western times to the present; the executive, legislative, and judicial branches; relations between the United States Government and the American Samoa Government, including possible future constitutions for American Samoa are explored.

**POL 160 Introduction to Politics (3)***Prerequisite: ENG 150*

This course is an introduction to political science as a discipline intimately involved with ideas, concepts, practices of ethics, empirical and social scientific inquiry and public policy. Application of concepts and practices are emphasized to respond to and understand the future political changes.

**POL 170 Introduction to Public Policy (3)***Prerequisite: ENG 151*

This course is an introduction to policy making and policy analysis. Accentuates the processes, theories and applications of public policy making.

**POL 220 Pacific Current Affairs (3)***Prerequisites: ENG 151*

The social, cultural, and political environment of Samoa and the Pacific are discussed to provide background review, research and discussion of current issues.

**POL 250 Comparative Politics (3)***Prerequisite: POL 150*

Focus is placed on similarities and differences in theory and practice of political systems and ideological movements throughout the world.

**POL 251 International Relations (3)***Prerequisite: POL 150*

This course focuses on the major theories of international relations, the formulation of foreign policies, the role of the international organizations and the diplomatic behavior between nations are examined.

**PSY 150 Introduction to Psychology (3)***Prerequisite: ENG 151*

A survey of psychology including a historical overview of the development of ideas in the field and an introduction to the field's basic methodological approaches.



### **PSY 250 Human Development (3)**

**Prerequisite:** PSY 150

The study of human development from birth through old age. Topics include psycho-social development, cognitive development, physical development, moral development as compared cross-culturally during each stage of the life cycle.

### **REL 150 World Religions (3)**

**Prerequisite:** ENG 151

A comparative survey of the major religious traditions of the world, focusing on each religion's history, doctrines, and present conditions.

### **SOC 150 Introduction to Sociology (3)**

**Prerequisite:** ENG 151

An introduction to the field of sociology. Emphasis on modern sociological theories based on the five concepts of society which are culture, social structure, functional integration, power and social action. Students learn about the existence of human society from a micro to a macro level of societies and cultural diversities on issues of gender relations, education, socialization, stratification, and mass movement

### **SOC 211 Social Issues (3)**

**Prerequisite:** SOC 150

An advanced course emphasizing the interrelationships and development of theoretical concepts and terminology introduced in SOC150. Social issues to be addressed include primary and secondary socialization, norms, social institutions, change and deviation and mass movement. *This course will be offered only in the Spring semester.*

## **TRADES AND TECHNOLOGY DIVISION (TTD)**

### **TRADES AND TECHNOLOGY MISSION STATEMENT**

The mission of the Trades and Technology Division (TTD) is to equip students with knowledge and technical skills in their vocational specialties, through the issuance of certificate of proficiencies (COP) and Associate of Science (AS) degrees, based on national standards, with input from local, public and private entities. In addition, TTD develops programs that prepare students for entry-level employment and upgrade skills of incumbent workers, and prepare them

for professional licensure and certification. The Trades and Technology Division provides preparatory training for students to further their education and training beyond ASCC.

### **COMMUNITY ADVISORY COUNCIL BY PROGRAM:**

#### ***Architectural Drafting Technology / Civil Engineering:***

Etimani Elisara, DBAS; Mala Ualita, TOFR.

#### ***Autobody Repair:***

Chris Banse, Accords Collision; Dell Motor Sports; Adam Sione, ASCO Motors

#### ***Automotive Technology:***

Russell Cox, Haleck Motors; Pani Ng Lam, ASCO Motors; Sam Chong, ASG Firecrash, Savelio Lieu Kuey, Haleck Motors; David Ya Kim, Samoa Motors.

#### ***Construction:***

Dean Hudson, Fletcher; Gus Viena; Mark Liersch, McConnell Dowell; Kenape Aumavae, ASCC Maintenance; Duke Purcell; Peter Crispin, Tool Shop.

#### ***Electrical:***

Peter Young, ASMC Young Electric Inc.; Reno Vivao, ASPA; Paul McGowan, StarKist Samoa; Sopoaga Sagaga, Fofoga Electric.

#### ***Information Communication Technology:***

Mr. John Newton; Connie Shimasaki, ASPA; Sal Augafa, BlueSky Communications. Stephen Petaia (Petaia Media)

#### ***Welding:***

Bob White, MYD Samoa; Andy Wearing, Samoa Gases.

#### ***Diesel:***

Harvey Golk, Harvey enterprises; Primo Nauer, Pacific Products; Russel Cox, Industrial Gases

#### ***Civil Engineering Technology:***

Faafetai Wells, DBAS; William Sword, BP; Estella Rubin, DPW.

#### ***Carpentry***



## **A/C & Refrigeration**

**CHAIRPERSON AND FACULTY:** Ms. Evelyn Fruean, Acting Chairperson; Mr. Adullum Esera; Mr. Tom Hardy; Mr. Taetuli Laulu; Robert Moore; Frederick Suisala.

### **TRADES AND TECHNOLOGY COURSE DESCRIPTIONS**

#### **AUTO BODY REPAIR (ABR)**

##### **ABR 100 Intro to Automotive Collision (3)**

This course prepares the student to the safety practices in the auto repair shop environment. Students will gain an understanding of the program requirements, college policies, and occupational/industry expectations as well as an insight into career opportunities. This course will also introduce the student to the use of basic hand tools, power tools and specialty tools required in the auto body industry. *Note: 3 lecture credits.*

##### **ABR 140 Welding and Cutting (6)**

**Prerequisite:** *ABR 100*

ABR majors only. This course will introduce the student to basic Oxy-Acetylene welding techniques. Basic shielded arc welding, MIG, TIG and plasma cutting techniques will also be introduced. *Note: 4 lecture credits, 2 lab credits.*

##### **ABR 170 Electrical and Electronic Mechanical Systems (6)**

**Prerequisite:** *ABR 100*

ABR majors only: This course will introduce the student to the basic electrical safety, basic electrical theory, basic testing and inspection, and the removal and installation of electrical and electronic components of the automobile. *Note: 2 lecture credits, 4 lab credits.*

##### **ABR 180 Vehicle Glass, Door, & Hardware (3)**

**Prerequisite:** *ABR 100*

This course will cover fundamental theory and procedures in removal, installation, and reinstallation of stationary glass, windshield, and adjustment of movable door glass. Theory and methods of removing and replacing door outer skins will also be included. Students will work on group and individual projects to hone their skills. *Note: 1 lecture credit, 2 lab credits.*

##### **ABR 190 Trim, Panel, and Assemblies (3)**

**Prerequisite:** *ABR 100*

This course will introduce the student to the proper use of tools, installation, and removal of door trims, headliners, interior trim panels, door locks, lock cylinders, handles, and other miscellaneous trim panels. Servicing and adjustments of bumpers, hoods and hatches as well as rattle elimination will also be covered. *Note: 1 lecture credit, 2 lab credits.*

##### **ABR 250 Minor Body Repairs (4)**

**Prerequisite:** *ABR 140*

This course will introduce the student to the fundamentals in classifying body damage, analyzing sheet metal damage, metal straightening, and the proper selection of tools and techniques. Students will work on group and individual projects to hone their skills. *Note: 2 lecture credits, 2 lab credits.*

##### **ABR 255 Full & Partial Panel Replacement (4)**

**Prerequisite:** *ABR 250*

This course will introduce the student to factory attachment methods of structural/nonstructural full and partial panels, and the proper procedures for replacing these components. The method of sectioning structural/non-structural components will also be explored. Students will work on group and individual projects to hone their skills. *Note: 1 lecture credit, 3 lab credits.*

##### **ABR 265 Corrosion, Body Fillers and Plastic Repairs (4)**

**Prerequisite:** *ABR 255*

This course will introduce the student to corrosion restoration, application of body fillers and plastic repairs. Emphasis will focus on the preparation of the surface to be repaired. Students will work in-group and individual projects to hone their skills. *Note: 1 lecture credit, 3 lab credits.*

##### **ABR 270 Surface Preparations for Refinishing (3)**

**Prerequisite:** *ABR 265*

This course instructs the student how to determine the condition if the vehicle is finish and plan the required steps for refinishing the vehicle. Students will work in-group and individual projects to hone their skills. *Note: 1 lecture credits, 2 lab credits.*

##### **ABR 275 Equipment Preparations and Maintenance for Refinishing (3)**

**Prerequisite:** *ABR 270*



This course introduces students to the safety procedures, proper operation, preparation, and maintenance of the tools and equipment used for automotive refinishing. *Note: 1 lecture credits, 2 lab credits.*

### **ABR 280 Blending Colors and Auto Finishes (3)**

***Prerequisite: ABR 275***

This course will introduce students to the different techniques and various top coats used for refinishing with emphasis on panel blending. Various paint problems and defects caused by curing, mixture, and spraying techniques, together with possible solutions will be covered in this course. *Note: 1 lecture credits, 2 lab credits.*

### **ABR 290 Applying the Finish (4)**

***Prerequisite: ABR 280***

This course will introduce the student on applying surface top coat, applying prime-scaler, applying single stage paint, base, clear coat and tri-coat finishes of a complete rail section, rocker panel, A and B pillar, floor plan, truck floor and full body section. *Note: 1 lecture credits, 3 lab credits.*

## **AIR CONDITION & REFRIGERATION (AC&R)**

### **AC&R 100 Introductions to Air Conditioning and Refrigeration (3)**

This course is designed to provide students with an introduction to the air conditioning and refrigeration industry. Classroom lectures and instruction are in basic air conditioning and refrigeration theory, terminology, schematics and tools for the air conditioning and refrigeration program. *Note: 3 lecture credits.*

### **AC&R 240 Intermediate to Air Conditioning and Domestic Cooling System (5)**

***Prerequisite: AC&R 100***

This course is designed to provide students with knowledge and skills in refrigeration and an in-depth study covering refrigerant pressures, sub cooling, super heating, compression systems, metering devices and system charging. Residential air conditioning wall mount split, central and automotive units will be covered. Lab will include troubleshooting, leak detection, evacuation, and recharging of a/c units. *Note: 3 lecture credits, 2 lab credits.*

### **AC&R 280 Domestic & Commercial Refrigeration (5)**

***Prerequisite: AC&R 100***

This course is designed to provide students with an in-depth study of refrigeration systems, application, servicing, heat loads, absorption principles, special refrigeration devices, and application. Intermediate maintenance, troubleshooting, and repair of domestic and commercial refrigeration units will be covered as well as theories and application of electricity as they apply to domestic and commercial refrigeration offered during our laboratory sessions. *Note: 3 lecture credits, 2 lab credits.*

## **ARCHITECTURAL DRAFTING TECHNOLOGY (ADT)**

### **ADT 150 Architectural Drafting I**

***Prerequisite: ART 160, MAT 151***

This course is designed to introduce basic concepts of technical drawing. It will also cover perception theories, lettering, sketching techniques, use of drafting instruments, orthographic projection, basic dimensioning, and pictorial drawings.

### **ADT 160 Introduction to AutoCAD (3)**

***Prerequisite: ADT 150***

This course is designed as an introductory course to computer Aided Drafting designed for classroom instruction or self-study. Also provides complete instructions in Master AutoCAD commands. Lessons start with systematic instructions followed by exercises designed for practicing commands learned within the lessons. *Note: 3 lecture credits.*

### **ADT190 Residential Planning & Designing (3)**

***Prerequisite: ETP 150***

This course which applies use of graphic standards, deals mainly with proper room layout techniques and building orientation in relation to the environment/surroundings, climate; also creating site plan for proposed project site using AutoCAD software. *Note: 3 lecture credits.*

### **ADT 210 Architectural Drafting II (5) formerly ADT 210 Architectural Drafting III**

***Prerequisite: ADT 150***





This course includes the theory and practice involved in producing and organizing drawings using computer aided design techniques. Students are exposed to design layout and construction used in steel, concrete, masonry and wood systems. Independent research emphasized. All drawing is done using computer aided design software. *Note: 4 lecture credits, 1 lab credit.*

### **ADT 215 Construction Codes (3)**

#### ***Prerequisite: ADT 210***

This course explores the ramifications of codes on building projects. Student applies the materials of the course relating to zoning, building, and accessibility requirements (ADA) to drawing projects in the co requisite course. This is a lecture, discussion, and exercise course. *Note: 3 lecture credits.*

### **ADT 230 Advanced Architectural Drafting (4)**

#### ***formerly ADT 230 Architectural Drafting IV***

#### ***Prerequisite: ADT 210***

This course is an advanced architectural structural drafting using wood, reinforced concrete, stone and structural engineering. Practical experience in designing eight unit apartment buildings, specifications, estimating and architectural models.

### **ADT 251 Electrical Designs (4)**

#### ***Prerequisite: ETP 150***

This course will help students majoring in Architectural Drafting to design electrical plans for local houses, draw electrical plans, understand electrical terms, use electrical symbols and notes, interpret GFCI and know how to use it, determine the total amount of VA for kitchen, dining, and garage; calculate each circuit, and do the calculation to determine the size of the house panel. *Note: 2 lecture credits, 2 lab credits.*

### **ADT 260 Advanced AutoCAD (4)**

#### ***Prerequisite: ADT 160***

This course is designed specifically for students who wish to pursue computer aided drafting and design areas of study or who wish to gain employment in the field. Extensive hands-on practical drafting and design projects are undertaken by the student. *Note: 4 lecture credits.*

### **ADT 280 Elements of Structural Drawing (3)**

#### ***Prerequisite: ADT 160***

This course is focused in practical and theoretical structural engineering procedures and testing through discussion and application forces, movement, deflection, tension, and mechanical advantage. *Note: 3 lecture credits.*

### **BPR 200 Blueprint Reading I (3)**

This course provides print reading experience in residential construction. Print reading fundamentals, construction materials, and light frame construction utilized in residential are covered in detail. *Note: 3 lecture credits.*

## **AUTOMOTIVE TECHNOLOGY (AUTO)**

### **AUTO 100 Fundamentals of Automotive Mechanics (3)**

This course is an introduction to the automotive technology program and profession. This survey course is designed to introduce basic tools and fasteners and related mathematics required in the automotive service as well as shop safety and work ethics. In addition, it is recommended for those students desiring entrance into the Automotive Technology Morning/Afternoon Program. *Note: 3 lecture credit...*

### **AUTO 172 Automotive Engine Performances (9)**

#### ***Prerequisite: AUTO 100***

This course is a study of the engine subsystems responsible for good engine performance, clean air, and fuel economy. Systems to be covered include ignition, fuel, emission, and computer controls. *Note: 5 lecture credits, 4 lab credits*

### **AUTO 174 Automotive Braking Systems (6)**

#### ***Prerequisite: AUTO 100***

This course is a study of the automotive braking system. Emphasis will be placed on the theory, operation, diagnosis, and repair of modern braking systems. This course will also cover traction control systems as well as power and anti-lock braking systems. *Note: 5 lecture credits, 1 lab credit.*

### **AUTO 176 Automotive Steering and Suspension (6)**

#### ***Prerequisite: AUTO 100***

This course is a study of automotive steering and suspension. Emphasis will be placed on the theory, operation, diagnosis, and repair of modern steering and suspension systems. Topics include four-wheel steering, tires and wheels, and supplemental inflatable



restraints systems, and Four-wheel alignment and adjustments. *Note: 5 lecture credits, 1 lab credit.*

**AUTO 178 Automotive Electrical/Electronics (9)**

***Prerequisite: AUTO 100***

This course involves the study of electrical fundamentals, electrical test equipment, automotive batteries, starting and charging systems, wiring diagrams, lighting circuits, various advanced body electrical circuits and controls. The primary emphasis of this course is on diagnosis, testing, and repair. *Note: 5 lecture credits, 4 lab credits*

**AUTO 250 Advanced Auto Engine Performances (3)**

***Prerequisite: AUTO 100 Fundamentals of Automotive Mechanics or demonstration of equivalent skills; satisfactory completion of AUTO 184 or enrollment in the Apprenticeship Program.***

This course is an in-depth study of import and domestic computerized engine controls. Emphasis will be placed on the theory, operation, and testing procedures necessary to accurately diagnose and repair drivability complaints. *Note: 2 lecture credits, 1 lab credit.*

**AUTO 280 Automotive Engine Diagnosis & Repair (6)**

***formerly AUTO 180***

***Prerequisite: AUTO 100***

This course is a detailed study of various engine designs and materials. Lab will include diagnosis, inspection, repair methods, and parts necessary for complete engine repair. In addition, various machines and machining operations will be covered. *Note 5 lecture credits, 1 lecture credit.*

**AUTO 282 Automotive Transmission, Transaxle, and Drive Trains (9)**

***formerly AUTO 182***

***Prerequisite: AUTO 100***

This course detailed study of the clutch system, standard and automatic transmissions, transaxles, drive lines and differentials: theory of operation including: friction materials, hydraulics, torque converters, gear trains, planetary gears, and controls as well as gear ratios, torque multiplication, speeds, drive line angles and tooth patterns. *Note: 6 lecture credits, 3 lab credits.*

**AUTO 284 Automotive Cooling/Heating & Air Conditioning (5) formerly AUTO 184**

***Prerequisite: AUTO 100***

This course covers the theory and operation of cooling, heating, and air conditioning systems. Lab practices include maintenance, testing, diagnosis, and repair of these systems. *Note: 4 lecture credits, 1 lab credit.*

**CARPENTRY**

**CARP 100 Hand and Power Tools (3)**

***Prerequisite:***

The focus of this course is to familiarize the students with (a) Hand Tools such as pliers, handsaw, hacksaw, T-square, tape measure, hammer, crowbar, and many other hand tools used in carpentry. (b)Power tools such as a table saw, miter saw, circular saw, drill, jointer, rotary hammer, and other power tools associated with carpentry and (c), safety with these tools and the workplace. *Note: 3 lecture credits.*

**CARP 120 Plans, Building Codes, and Specifications (3)**

***Prerequisite: CARP 100***

This course is designed to help a student how to read architectural drawings (plans) and correctly interpret the information found in written specifications. The students will be able to understand and align specifications with local and Federal building codes. *Note: 3 lecture credits.*

**CARP 150 Footings and Foundations (4)**

***Prerequisite: CARP 120***

This course will present an overview of footings & foundations in construction. Explaining and identifying different layouts in footing and foundations. Students will prepare materials; calculate the cost for a building site, and layout a site with a transit, locating property lines and corners. Students calculate the amount of concrete needed for footing and foundation walls and construct different types of foundations and forms to distribute and displace the overall weight of a structure. *Note: 2 lecture credits, 2 lab credits.*

**CARP 160 Walls and Ceiling Framing (4)**

***Prerequisite: MAT 155 & CARP 150***



This course will examine how to build and frame walls. Wall framing is the assembling of vertical and horizontal members that form outside and inside walls of a structure. This frame supports the upper floors, ceilings and the roof. Students will learn the importance of sole plates, top plates, studs headers, and sheathing. *Note: 2 lecture credits, 2 lab credits.*

#### **CARP 170 Roofing Styles and Types (4)**

***Prerequisite: CARP 150***

This course will identify the different types & styles of roofing and their purpose. Identifying and analyzing different architectural designs. Types of roofs covered in this course will include (a) Gable; two surface (b) Hip; Four surface (c) Flat; One surface roofs. *Note: 2 lecture credits, 2 lab credits.*

#### **CARP 180 Plumbing (4)**

***Prerequisite: CARP 170***

This course is designed to identify the importance of plumbing in the building industry. Students will learn how to install, repair pipes, replace and cut different types of pipes and use different kinds of glues and waterproof adhesive. Students will also learn how to apply basic math principles in the application of these skills in areas of cost estimation, area and square footage and job calculations. *Note: 2 lecture credits, 2 lab credits.*

#### **CARP 200 Exterior and Interior Doors, Windows and Trim (4)**

***Prerequisite: MAT 155, CARP 150***

This course is designed to select materials with confidence and build your homes to last. This course covers information on systems during the three stages of new construction: foundation, framing, and exterior finishing. You will learn about selection criteria, properties of materials, application techniques and the long-term performance of the respective systems. This course will teach students the right way to build small windows, screen doors and the proper method of installing doors, caulking application of windows and doors. Students will also learn the proper way of framing doors and windows and rough openings and custom doors and custom windows. Trim will be introduced at this course. *Note: 2 lecture credits, 2 lab credits.*

#### **CARP 220 Interior Floors and Finishes (5)**

***Prerequisite: CARP 200***

This course covers terms and elements used in installing wood strip, wood plank, wood unit block, resilient vinyl, Quarry Tile, Mosaic Tile, and sheet vinyl floor coverings. It also covers installation, final floor finishes, and refinishing of floors. *Note: 2 lecture credits, 3 lab credits.*

#### **CARP 221 Cabinet making (6)**

***Prerequisite: CARP 220***

This course is designed to apply different types of layout, cutting, and assembling of various types of cabinets for residential, office or commercial use. Techniques in selection appropriate materials and hardware for the construction, units on estimating costs of construction. *Note: 2 lecture credits, 4 lab credits.*

#### **CARP 270 Remodeling And Renovation (6)**

***Prerequisite: CARP 220***

This course is designed to apply basic concepts of remodeling, calculation, and estimation of materials and machinery to be used and the sequence of events as the building project made. Also, include remodeling and renovation to make homes accessible in compliance with national and local codes and regulations. *Note: 2 lecture credits, 4 lab credits.*

### **CIVIL ENGINEERING TECHNOLOGY**

#### **CET 150 Plane Surveying I (4)**

This course introduces theory and practice of plane surveying, including measurement of distance and angles, use and care of instruments, error analysis, field problems, and office computations. Plane surveying introduces students to the skills and technological knowledge required for working in the field. Students learn to measure, calculate, and record direction, distance, and elevation using standard field equipment; advanced skills are taught through projects in which students use GPS for data collection and geometric calculations to measure curves. Prerequisites for this technical course are beginning land surveying and trigonometry. *Note: 4 lecture credits.*

#### **CET 151 Plane Surveying II (4)**

***Prerequisite: CET 150***

This is a second semester course in surveying with the emphasis on the use of advanced survey instruments and their field applications in Construction surveying. This highly technical class introduces the concept of



creating a flat map, a plane, to describe a curved surface. Geodesy, measuring the shape of the Earth, is introduced. Students learn to use the North Star to determine direction. Determining errors in precision measurement is covered. This course is one of the last courses taken in a land-surveying program. *Note: 4 lecture credits.*

### **CET 160 Introductions to Geographic Information System (3)**

This course provides an in depth introduction to the fundamentals of Geographic Information Systems (GIS). The course will include an introduction to basic cartographic principles including map scales, coordinate systems, and map projections. An in depth review of the necessary hardware and software elements used in GIS will be made using ArcView. Applications of GIS technology as used in science, business, and government will also be presented. The topics will be reinforced with hands on experience in map scales, coordinate systems, data sources and accuracy, data structures, working with spatial data, map, and overlays manipulation of databases and presentation of data in map layouts. *Note: 3 lecture credits.*

### **CET 261 Construction Procedures & Management (3)**

*(formerly CET 260 Construction Procedures and CET 261 Construction Management. )*

**Prerequisite:** CET 260

This course is a combination of construction procedures and management. Theory and application of specifications, estimations of project costs, application of building codes and use of computer programs in development and preparation of construction. Orients students to select and applies the proper structural materials, equipment methods used in wood, masonry, concrete, and steel construction.

### **CET 265 Hydraulics & Hydrology (3)**

*formerly CET 265 Hydraulics*

**Prerequisite:** PHSCI 150

This course introduces a basic knowledge of hydraulics and hydrology (or to organize existing knowledge) for the practicing engineer. It provides the ability to solve engineering problems of fluid flow in pipes and open channels by application of basic hydraulic principles and engineering tools in the

process of engineering analysis and design. In addition, it provides basic understanding of flow control and flow measurement in open channels, and it develops the ability to determine energy losses and flow capacity of basic hydraulic structures. It provides a basic knowledge of atmospheric and surface processes (precipitation, evapotranspiration, soil moisture, infiltration, surface runoff). It offers gaining practical experience on hydrological data acquisition, analysis, and interpretation on temporal and spatial scales of hydrological processes and on using simple catchment rainfall-runoff models. *Note: 3 lecture credits.*

### **CET 270 Land Developments (3)**

**Prerequisite:** MAT 151, PHSCI 150

Orient students to land development processes, rules, regulations, preparation of land use permit applications, and requirements regarding ecology, drainage, utilities, mitigation, and historical preservation issues. Building permitting application and issues also discussed. *Note: 3 lecture credits.*

### **CET 299 Cooperative Work Internship (4)**

**Prerequisite:** CET 270

This course is a one semester, four hour per week practical job experience with local firm or ASG office directly related to field of engineering. Specific duties and times negotiable with firm or office will be studied. Duties will be documented and performance rated by firm or office in consultation with CET staff. *Note: 4 lecture credits.*

## **DIESEL ENGINES**

### **DISL 100 Introductions to Diesel Engines (3)**

This course is designed to introduce 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.

### **DISL 150 Brakes, Air (Pneumatic) & Hydraulic Systems (3)**

**Prerequisite:** DISL 100





This course will cover classroom instruction and laboratory training covering air and hydraulic brake systems, components, and truck systems. Instruction in air brakes will include troubleshooting and repair problems in the system, proper brake adjustments, and system testing. Safety when working with compressed air and spring brake chambers. Instruction in hydraulic brakes will also include machining brake drums and brake discs. *Note: 2 lecture credits, 1 lab credit.*

#### **DISL 160 Heavy Duty Electrical/Electronic Systems (5)**

***Prerequisite: DISL 100***

This course will include classroom instruction and laboratory training covering the purpose, design, theory, and operating principles of electrical systems of a diesel engine. Special emphasis will be placed on developing the skills required to test, service, and repair electrical components and associated systems on heavy-duty trucks. *Note: 3 lecture credits, 2 lab credits.*

#### **DISL 162 Diesel Fuel Injection and Computerized Systems (5)**

***Prerequisite: DISL 160***

This course will include classroom instruction and laboratory training covering the purpose, theory, and operating principles of fuel injection systems. Special emphasis will be placed on developing the skills required to test, service, and repair fuel injection components and diesel computerized engine controls. *Note: 3 lecture credits, 2 lab credits.*

#### **DISL 200 Small to Medium (Compact) Diesel Engines (5)**

***Prerequisite: DISL 100***

This course is an introduction to compact and automotive diesel engines. Topics of theory, operation, service, diagnosis, and troubleshooting of compact diesel engines and how these engines are used in the automobile and a variety of light duty equipment's. *Note: 2 lecture credits, 3 lab credits.*

#### **DISL 250 Heavy Duty Diesel Engines (5)**

***Prerequisite: DISL 100***

This course will cover the theory and operation of two and four cycle diesel engines used in heavy duty trucks and equipment. Instruction will include engine disassembly and assembly, maintenance, and repair of both type engines. Cooling systems, air and exhaust

systems, starting systems as well as turbo charging systems will also be covered. *Note: 2 lecture credits, 3 lab credits.*

### **ELECTRONICS**

#### **ELE 150 Electronic I (4)**

***Prerequisite: ETP 100***

This course covers the theory of DC/AC circuit analysis, semiconductor device and their application and introduction to electronic circuits.

#### **ELE 151 Electronic II (4)**

***Prerequisite: ELE 150***

This course entails the theory of electronic circuits and their applications in all areas of communications, telecommunications, radar, industrial and consumer electronics.

#### **ELE 170 Consumer Electric (4)**

***Prerequisite: ELE 150***

This course introduces the study of consumer electrical and electronic systems; theory, operation, maintenance, troubleshooting, repair of small appliances (fans, toasters, microwaves, etc.) and soldering techniques.

#### **ELE 190 Digital Techniques (4)**

***Prerequisite: ELE 151***

The focus of this course is theory of logic circuits, Boolean algebra, flipflops, registers, counters, shift registers, clocks, combination logic, semiconductor memories and microprocessors...

#### **ELE 201 Communication Systems (4)**

***Prerequisite: ELE 151***

Study communication systems: theory, operation, maintenance, troubleshooting, and repair of modern electronic communications equipment.

#### **ELE 202 Computer Systems (4)**

***Prerequisite: ELE 150***

This course encapsulates the fundamental principle, laws, safety rules, theorems and tool handling of DC and AC electronics with element composition of components utilized in, and mathematical analysis of, electronic circuits.

#### **ELE 299A Electronic Systems Practicum (4)**

***Prerequisite: ELE 190***



This course encapsulates the fundamental principle, laws, safety rules, theorems and tool handling of DC and AC electronics with element composition of components utilized in, and mathematical analysis of, electronic circuits.

**ELE 299B Communication Systems Practicum (4)**

**Prerequisite:** *ELE 201*

This course encapsulates the fundamental principle, laws, safety rules, theorems and tool handling of DC and AC electronics with element composition of components utilized in, and mathematical analysis of, electronic circuits.

**ELE 299C Computer Systems Practicum (4)**

**Prerequisite:** *ELE 202*

This course encapsulates the fundamental principle, laws, safety rules, theorems and tool handling of DC and AC electronics with element composition of components utilized in, and mathematical analysis of, electronic circuits.

**ELECTRICITY TECHNOLOGY  
PROGRAM (ETP)**

**ETP 100 Basic Electrical Theory I (3)**

**formerly ETP 100 Electrical Basic Theory I**

This course is designed to provide basic knowledge and basic fundamental concepts of electrical theory, focusing on direct current (d-c), safety precautions, and procedures. Alternating current (a-c), electrical meters, and basic hand tools will also be introduced.  
*Note: 3 lecture credits.*

**ETP 120 Basic Electrical Theory II (4)**

**Prerequisites:** *ETP 100*

This course is designed to provide intermediate knowledge of electricity, including an in-depth study of alternating circuit (a-c), and its resistance, capacity and inductance within circuits and effects on equipment. The course will provide students with in-depth skills in safe operation of various electrical meters, testing instrumentations and measuring apparatuses during the laboratory. *Note: 3 credits lecture, 1 credit lab.*

**ETP 130 National Electrical Code (NEC) (3)**

**Prerequisites:** *ETP 120*

This course is designed to provide students with basic knowledge on how to read, understand and locate information utilizing the National Electrical Code manual and handbook relevant to local and National Electrical Codes (NEC) pertaining to Electrical industry requirements with emphasis on Residential Wiring. *Note: 3 lecture credits*

**ETP 150 Residential House Wiring (5)**

**formerly ETP 150 Applied Residential Wiring**

**Prerequisite:** *ETP 130*

This course is designed to provide an advanced knowledge and hands on skills in residential wiring techniques. Laboratory exercises are designed to give students practical experience in different residential wiring techniques. *Note: 1 credit lecture, 4 credits lab.*

**ETP 299A Cooperative Work Internship (4)**

**Prerequisite:** *ETP 150*

This course is a one semester, four hours a week practical job experience under the supervision of a licensed electrician. Specific duties and times will be negotiable with a company or workplace. Duties will be documented and performance of students will be rated by company or workplace in consultation with the ETP faculty. *Note: 1 credit lecture 3 credits lab.*

**INFORMATION COMMUNICATION  
TECHNOLOGY**

**ICT 150 Introductions to Computers (3)**

This course presents hardware and software components of microcomputer systems. Topics include operating systems, basic network commands, and fundamentals of email, internet, word processing, spreadsheet, and presentation graphics. Lab work includes hands on experience on the course software.  
*Note: 2 credits lecture 1 credits lab.*

**ICT 155 IT Essentials (3)**

**Prerequisite:** *ETP 100*

This course teaches students the functionality of hardware and software components as well as suggested best practices in maintenance and safety issues. The students, through hands-on activities and labs, learn to assemble and configure a computer, install operating systems and software, and troubleshoot hardware and software problems. In addition, this course includes an introduction to



networking. This course helps students prepare for the Comp TIA A+ certification. *Note: 2 Lecture credit, 1 lab credit*

### **ICT 161 Networking for Home & Small Businesses (4)**

This course teaches students the skills needed to obtain entry-level for home network installer jobs. It also helps students develop some of the skills needed to become network technicians, computer technicians, cable installers, and help desk technicians. It introduces networking and the Internet using tools and hardware commonly found in home and small business environments. Instructors are encouraged to facilitate field trips and outside-the-classroom learning experiences. Labs include PC installation, Internet connectivity, and wireless connectivity, file sharing, print sharing, and the installation of game consoles, scanners, and cameras. *Note: 3 lecture credit 1 lab credit.*

### **ICT 162 Working at a Small 2 Medium Business or ISP (4)**

***Prerequisite: ICT 161***

This course prepares students for jobs as network technicians. It also helps students develop additional skills required for computer technicians and help desk technicians. It provides a basic overview of routing and remote access, addressing, and security. It also familiarizes students with servers that provide e-mail services, Web space, and authenticated access. Students also learn about soft skills required for help desk and customer service positions. Network monitoring and basic troubleshooting skills are taught in context. *Note: 3 lecture credits, 1 lab credits.*

### **ICT 170 Microcomputer Applications (3)**

***Prerequisite: ICT 150***

This course illustrates computer capabilities within an employment setting. It will focus on solidifying student knowledge of popular Microsoft office applications. Laboratory work includes extensive laboratory assignments using Word Processing, Spreadsheet, and Presentation software to accomplish tasks meeting Microsoft Office User (MOUS) Specialist standards. *Note: 2 lecture credit 1 lab credit*

### **ICT 261 Introducing Routing & Switching in the Enterprise (4)**

***Prerequisite: MAT 155, ICT 161***

This course familiarizes students with the equipment applications and protocols installed in enterprise networks, with a focus on switched networks, IP Telephony requirements, and security. It also introduces advanced routing protocols such as Enhanced Interior Gateway Routing Protocol (EIGRP) and Open Shortest Path First (OSPF) Protocol. Hands-on exercises include configuration, installation, and troubleshooting. *Note: 3 lecture credit, 1 lab credit*

### **ICT 262 Designing & Supporting Computer Networks (4)**

***Prerequisite: MAT155, ICT 162***

Learners progress through a variety of case studies and role-playing exercises, which include gathering requirements, designing basic networks, establishing proof-of-concept, and performing project management tasks. In addition, lifecycle services, including upgrades, competitive analyses, and system integration, are presented in the context of pre-sale support. *Note: 3 lecture credit, 1 lab credit*

### **ICT 270 Advanced Office Applications (3)**

***Prerequisite: ICT 170***

This course applies advanced functions of office automation systems (word processing, spreadsheets, and database). Laboratory work includes advanced exercises in Word, Excel, and Access designed to Microsoft Office User Specialist (MOUS) Expert standards. *Note: 2 lecture credits, 1 lab credits.*





## WELDING

### WLD 100 Welding Fundamentals and Metallurgy (3)

**Prerequisite:**

This course will introduce the student to welding technology, safety, blueprint interpretation designed primarily for welding, welding symbols, and their significance. Basic science of metallurgy used in the welding industry will also be covered. *Note: 3 lecture credits.*

### WLD 160 Introduction to Oxyacetylene Welding (5)

**Prerequisite WELD 100**

This is an introductory course in basic oxyacetylene welding. This course emphasizes on safety, operations of the acetylene welding equipment, electrode identification, and gas welding terminology. Welding in the flat and horizontal position will also be covered. *Note: 2 lecture credits, 1 lab credit.*

### WLD 170 Introduction to Basic Shielded Metal Arc Welding (5)

**Prerequisite WELD 160**

This course in basic shielded metal arc welding focuses on safety and the operations and use of various types of arc welding machines, electrode identification and arc welding terminology. Welding in the flat and horizontal position will also be covered. *Note: 2 lecture credits, 3 lab credits.*

### WLD 190 Advanced Oxyacetylene Welding (6)

**Prerequisite WELD 160**

This course in oxyacetylene welding emphasizes on metal cutting process, welding, brazing, and soldering. Welding and cutting in the vertical and overhead positions will also be covered. *Note: 2 lecture credits, 4 lab credits.*

### WLD 260 Advanced Shielded Metal Arc Welding (6)

**Prerequisite WLD 170**

This is an advanced course in shielded metal arc welding. Focus will be on the safety operations of various types of arc welding machines, supplies and electrode identification. Emphasis in the single and multi-pass groove welding in the vertical and overhead positions. *Note: 2 lecture credits, 4 lab credits.*

### WLD 270 Gas Metal Arc Welding (MIG) (6)

**Prerequisite WELD 170**

This course identifies gas metal arc welding principles and welding procedures. This emphasize on GMAW machines, welding procedures, and welding joints. GMAW is mostly referred to as MIG (Metal Inert Gas) welding in the welding industry. *Note: 2 lecture credits, 4 lab credits.*

### WLD 280 Gas Tungsten Arc Welding (TIG) (6)

**Prerequisite WELD 170**

A practical and application course identifies the joining techniques used in gas tungsten arc welding processes. Emphasis will be placed on welding and joining of high-tech components and composite materials. GTAW is mostly referred to as TIG (Tungsten Inert Gas) welding in the welding industry. *Note: 2 lecture credits, 4 lab credits.*

### WLD 290 Special Welding Processes (6)

**Prerequisite WELD 170**

Apply special welding and cutting processes techniques. The emphasis will be on submerged welding, submerged cutting, and various special welding processes. Ferrous and Non-ferrous welding and cutting applications will also be covered. *Note: 2 lecture credits, 4 lab credits.*

## ENRICHMENT COURSES

These are courses that provide personal and career enrichment opportunities and they may be taken as electives.

### COLLEGE LIFE PLANNING (CLP)

#### COURSE DESCRIPTIONS

#### CLP 150 College and Life Planning (3)

This course provides students with an opportunity to cultivate the skills necessary to become confident, successful students. Topics include: personal learning styles, time management, goal setting, test-taking techniques, academic planning, self-care, money management, relationships, communication, memory techniques, college and community resources, and respecting diversity.





## ARMY RESERVE OFFICERS TRAINING CORPS (ROTC)

### COURSE DESCRIPTIONS

#### **MSL 100 Introduction to Physical Fitness (1)**

Hands-on participatory course following the Army's physical fitness program. Classes conducted three days per week with Army ROTC cadets. Focus is on aerobic conditioning, muscular strength and endurance. *Note: Taken concurrently with MSL 201 and MSL 202.*

#### **MSL 101 Introduction to Military Science I (3) (formerly ROTC 150)**

This course provides an initial glimpse of the military and the role that it plays in society. It helps in the development of the student's comprehension of the American defense system as it evolved as the result of changes in the American society. Typical subjects include ethics, leadership, effective goal setting, managing time and effort, and the tradition of a citizen's army. This is the practical application in adventure training, one-rope bridges, rifle marksmanship, land navigation, drill and ceremonies, physical training.

#### **MSL 102 Introduction to Military Science II (3) (formerly ROTC 151 Foundations of Officership)**

*Prerequisite: MSL 101, or prior military experience*  
This course is the continuation of MSL 101. It provides instruction in military-related subjects of general student interest, i.e., confidence-building field trips, supervising an individual exercise program, development of individual soldiering skills, and leadership and professional ethics for the military; Introduction to armed forces involvement; This is the practical application in adventure training, one-rope bridges, rifle marksmanship, land navigation, drill and ceremonies, physical training.

#### **MSL 201 Intermediate Military Science I (3) (formerly ROTC 252 Fundamentals of Leadership)**

*Prerequisite: MSL 101, MSL 102, ENG 151, or prior military experience, taken concurrently with MSL100*

This course introduces the basic concepts of military leadership, familiarization with the concept of leadership, the five of leadership power, the decision-making process, and the styles of leadership. It

involves military skills and related adventure-type training and basic individual survival skills. Leadership laboratory required 1.5 hours per work, consisting of practical application of leadership skills, drill and ceremonies, land navigation, first aid, and army physical fitness training.

#### **MSL 202 Intermediate Military Science II (3) (formerly ROTC 253 The Military as a Profession)**

*Prerequisite: MSL 201, ENG 251 or concurrently, or prior military experience, taken concurrently with MSL100*

This course familiarizes the cadet to individual and small-unit military skills. Practical applications include: combat first aid, basic wilderness survival skills, land navigation, and the knowledge of key military jobs, duties, and responsibilities. This will also involve field training to provide hands-on experience. Leadership laboratory required 1.5 hours per week, consisting of practical application of leadership skills, drill and ceremonies, land navigation, first aid, and army physical fitness training.





**American Samoa Community College  
SCHOOL OF EDUCATION**

**Bachelor of Education (B.Ed.)  
in  
Elementary Education**



*Samoa Muamua le Atua*



*Saili le Atamai*

**WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES (WASC)**  
*Under the joint supervision of the*

**2012**



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# TABLE OF CONTENTS

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## American Samoa Bachelor of Education (B.Ed.) in Elementary Education Program (ASBEP)

<b>I. GENERAL INFORMATION</b>	
Vision .....	1
Mission .....	1
Theme .....	1
<b>II. ACADEMIC INFORMATION</b>	
Bachelor of Education in Elementary Education Program of Study .....	3
B.Ed. Course Descriptions .....	4-7
<b>III. ADMISSION INFORMATION</b>	
Admission Requirements .....	9
Application Checklist .....	10
<b>IV. ASBEP DIRECTORY</b>	
ASBEP Steering Committee .....	11
ASBEP Core Faculty and Supporting Staff .....	11
ASBEP Content Area Adjunct Faculty .....	12-13
<b>V. APPENDIX</b>	
ASBEP Program Organizational Chart .....	15

### Western Association of Schools and Colleges

*American Samoa Community College* has been recognized as a Candidate for Accreditation by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges, 985 Atlantic Avenue, #100, Alameda, CA 94501, 510-748-9001. This status is a preliminary affiliation with the Commission awarded for a maximum period of four years. Candidacy is an indication that the institution is progressing toward Accreditation. Candidacy is not Accreditation and does not ensure eventual Accreditation.





## GENERAL INFORMATION

### Vision

The American Samoa Bachelor of Education in Elementary Education Program exists to meet the diverse educational needs and improve education in American Samoa. It provides a quality undergraduate program for pre-service and in-service teachers to become credentialed certified and professional educators.

The American Samoa Bachelor of Education in Elementary Education Program assumes a leadership role in providing access to innovative, research-based, and culturally responsive pedagogy and educational practices contributing to the academic and professional growth of all students. It also takes a leadership role in the advancement of the American Samoa society and the diverse humanity in the Pacific Region.

### Mission

The mission of the American Samoa Bachelor of Education in Elementary Education is to meet the professional development needs of pre-service and in-service teachers enabling them to effectively teach in American Samoa and within the context of the global demands of the twenty-first century.

The program aims to:

- Prepare and provide ongoing professional development of Early Childhood Education and Elementary Education teachers at the undergraduate level;
- Apply knowledge in education that is research based, innovative and appropriate for the American Samoa society;
- Provide service for and support to the local and regional education communities.

Program graduates will be competent in:

- Teaching content area and the fundamental principles, theories and methodologies in elementary (k-8) education;
- The traditional and transitional perspectives of the Samoan culture/language and their implication in teaching and learning;
- The current technology and the application of technology.

### Themes

Several themes resonate throughout the proposed curriculum. These themes provide the guidance and structure for self-reflective dialogue and evaluation of overall program effectiveness.

1. Respecting diversity through a curriculum that is culturally appropriate and contextually relevant,
2. A focus on enhancing student learning through the use of technology,
3. A strong field-based component that provides opportunities for prospective teachers to apply gained knowledge in realistic settings,
4. A focus on content-standards, literacy and research based instruction.



A decorative border with intricate, swirling red and black patterns frames the central text. The border is composed of four corner pieces and two vertical side pieces, all connected by thin horizontal lines.

# ACADEMIC INFORMATION



## B.ED PROGRAM OF STUDY

### GENERAL EDUCATION REQUIREMENTS

### CREDITS

#### A. Language & Literature (all courses required)

ENG 150	Introduction to Literature	3
ENG 151	Freshman Composition	3
ENG 250	Survey of Literature	3
ENG 251	Sophomore Composition	3

Total: 12 credits

#### B. History (a total of nine [9] credits required)

HIS 150, HIS 151	6
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(American History I & II)

or

HIS 170, HIS 171	6
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(World Civilization I & II)

HIS 160	Samoa History I	3
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Total: 9 credits

#### C. Science - (a total of eight [8] credits, four credits from the Life Science, and four credits from the Physical Science below):

##### Life Sciences

BIO 180, BIO 180L	4
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Biology I

or

BIO 155, BIO 155L	4
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Ecology

or

MSC 170, MSC 170L	4
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Introduction to Marine Biology

##### Physical Sciences

CHM 150, CHM 150L	4
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Chemistry I

or

PHSCI 150, PHSCI 150L	4
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Physical Science

or

MSC 150, MSC 150L	4
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Introduction to Oceanography

Total: 8 credits

#### D. Mathematics (a total of seven [7] credits required)

MAT 150	Survey of Mathematics	3
MAT 151	Intermediate Algebra	3
MAT 250	College Algebra & Trigonometry	4
MAT 280	Calculus I	5

#### E. Social Science

PSY 150	Introduction to Psychology	3
PSY 250	Human Development	3

Total: 7 credits

Total: 6 credits

#### F. Arts and Humanities

SPH 153	Introduction to Speech	3
ART 150	Art History Survey I	3
MUS 160	Music Literature	3
SAM 151, SAM 151L	Freshman Samoan	4

Total: 13 credits

#### G. Physical Education

Total: 1 credit

#### H. Computer Science

Total: 3 credits

### Total General Education (GE) Credits: 59

#### I. Pre-Educational Core

(Qualifying courses must be numbered 150 or higher and from two separate disciplines of study)

ED 257/257P	4
Introduction to Exceptional Children	
ED 240	4
Instructional Technologies	
ED 280	3
Introduction to Bilingual Education	

Total: 11 credits

**Total GE and Pre-ED Core Credits: 70**

### PROFESSIONAL EDUCATION REQUIREMENTS

### CREDITS

#### A. Core Education

ED 300	3
Foundations of Education	
ED 301	3
Educational Psychology	
ED 305	3
Foundations of Curriculum and Instructions (Elementary K-8)	

Total: 9 credits

#### B. Related Content Emphasis

ED 319	3
Children's Literature	
ED 325	3
Principles of Child Development: The Samoan Child	



ED 340 Tests and Measurements	3	
		Total: 9 credits
<b>C. <u>Content and Methodology</u></b>		
ED 312 Teaching Language Arts in Elementary Education	3	
ED 330 Elementary Mathematics Methods	4	
ED 335 Elementary Science Methods	4	
ED 350 Health & Fitness Education for Elementary School Teachers	4	
ED 410 Elementary Social Studies Methods	4	
ED 435 Elementary Creative Dramatics as a Teaching Resource	4	
ED 440 Elementary Samoan Language Methods	4	
		Total: 27 credits
<b>D. <u>Field Work</u></b>		
Must be approved for student teaching before <i>Field Work</i>		
ED 490 Student Teaching Seminar	2	
ED 491 Student Teaching Field Work	10	
		Total: 12 credits
<b>Total Professional Education Credits: 57</b>		
<b>Total GE and Pre-ED Core Credits: 70</b>		
<b>TOTAL BACHELOR OF EDUCATION IN ELEMENTARY EDUCATION CREDITS:127</b>		

## B.ED COURSE DESCRIPTIONS

### ED 257/257P Teaching Language Arts to Elementary School Teachers

**Prerequisites:** ED 157, ENG 150

This course stresses an understanding of the phases of language art development,

especially in the areas of reading and writing, and particularly in the bilingual and bicultural classroom. It includes the selection and use of education approaches in the training process. This course is designed for students majoring in elementary and early childhood education as well as for teachers wishing to upgrade their professional skills. This course will teach teachers to children's literary learning ability, it will also make aware of the different children's reading materials available. Teachers will be experienced in composing their own big book story for children as well as to critique children's reading materials.

### ED 240 Instructional Technologies (4)

**Prerequisites:** ED 150, ED 150P, ICT 170

This course reviews information and communication technologies and how they are used in education. Course reviews and provides hands-on experiences with educational technologies; including, but not limited to, computer systems and peripherals, computer operating systems, and application software (word processing, spreadsheets, presentation software, graphics software, and others); Internets resources and issues; video technologies; video teleconferencing and broadcast systems; on-line course management systems; and, testing systems. The course will also review the national and local goals, standards, and issues in the use of education technologies for students, teachers, and administrators. Finally, this course will present the use and operations of the Person Digital Knowledge Box Educational Server. Students will be able to prepare on-line lesson plans for the elementary grade classrooms.

### ED 280 Introduction to Bilingual Education (3)

**Prerequisite:** ENG 150, ENG 151

This course is designed to introduce students to a research-based theoretical framework for the schooling of language minority students. In addition, this course will examine the underpinnings of primary language development, second language acquisition, and the relationship of both to normal school



achievement. The course will explore instructional methods and techniques recommended for language minority students.

### **ED 300 Foundations of Education (3)**

**Prerequisite:** AA Degree ED IDP

This course is an Introduction to the Foundation of Education in both the United States of America and American Samoa. Pertinent issues that are related to the historical and philosophical backgrounds of education, the nature of schools, and its teaching profession will be stressed.

### **ED 301 Educational Psychology (3)**

**Prerequisites:** AA Degree ED IDP

This course presents an analysis of the complex factors involved in learning, individual differences, motivation for learning, the psychology of leadership, and socio-cultural factors as they affect education of children and youth.

### **ED 305 Foundations of Curriculum and Instructions (Elementary K-8) (3)**

**Prerequisite:** Post AA Degree ED IDP

This course examines and exemplifies the relevant knowledge, skills and personal attributes of an effective teacher. Specific attention will focus on the organization of curriculum, instructional design and assessing student learning.

### **ED 312 Teaching Language Arts in Elementary Education (4)**

**Prerequisite:** AA Degree ED IDP

This course examines the relevant issues of language, culture and methodology for teachers of elementary language arts. Specific attention will focus on language acquisition theories, linguistic approach to teaching languages, and classroom application of language arts methodologies.

### **ED 319 Children's Literature (3)**

**Prerequisite:** AA Degree ED IDP

This course surveys the field of children's literature. The course will examine all types of children's literature, including cultural (both

contemporary and traditional), universal and materials made available through various media. This course will examine its value to

the communicative process, and defines criteria for the selection and utilization of children's books and instructional related materials suited to the needs and tastes of elementary school children, including exceptional children.

### **ED 325 Principles of Child Development: The Samoan Child (3)**

**Prerequisite:** ED 301

This course presents the basic principles of childhood development and learning. Decades of research, theory and practices, and knowledge of age-related development regarding about how children learn their abilities, characteristics, and need for support, will be covered in this course. In addition, knowledge of how the Samoan child is reared in the cultural context will be explored.

### **ED 330/330P Elementary Mathematics Methods (4) Prerequisite: ED 300**

This course seeks to help children acquire knowledge, attitudes, and skills essential to math and technology literacy. This course has as its focus the methods and materials for teaching elementary school mathematics. Emphasized are the content of elementary mathematics, and the methods and materials useful to teach it. ED 330/330P uses readings, case studies, instructional technology, and a school-based practicum to educate pre-service and in-service teachers about K-8 mathematics curriculum and pedagogy.

### **ED 335/335P Elementary Science Methods (4) Prerequisite: ED 300**

This course seeks to help children acquire the knowledge, attitudes, and skills essential to science and technology literacy. This course has as its focus the methods and materials for teaching elementary school science. Emphasized are the content of elementary science, and the methods and materials





useful to teach it. ED 335/335P uses readings, case studies, instructional technology, and a school-based practicum to educate pre-service and in-service teachers about K-8 science curriculum and pedagogy.

### **ED 340 Tests and Measurements (3)**

**Prerequisite:** ED 300

This course examines the basic knowledge on the use of measurements and evaluation in the educational process. Primary focus will be given to the theoretical foundations of test and measurement development and its practical application in the construction and evaluation of tests. Assessment and the use of rubrics will also be explored.

### **ED 350/350P Health & Fitness Education for Elementary School Teachers (4)**

**Prerequisite:** AA Degree ED IDP

This course will identify the basic motor skills by examining current research on physical fitness. Both pre-service and in-service students will demonstrate physical activities that are appropriate for the growing child. Students will learn about different health behaviors to help children create a pre-intervention of a healthy life. Students will strengthen their teaching skills by warming up, playing with, supervising, demonstrating, and motivating students to a holistically healthy life style.

### **ED 410/410P Elementary Social Studies Methods (4)**

**Prerequisite:** Completed all 3<sup>rd</sup> Year Course Work

This course will focus on: 1) Purpose of the Social Studies Program for K-8 students; 2) organizational framework of the program per grade level; 3) Knowledge and information on personal and public issues; 4) thinking, communicating, and working with others to contribute to American Samoa and society abroad.

### **ED 435/435P Elementary Creative Dramatics as a Teaching Resource (4)**

**Prerequisite:** Completed all 3<sup>rd</sup> Year Course Work

This course will focus on: 1) Utilizing creative dramatics and theatre as the medium for integrating the visual and performing arts in K-8 subjects such as science, history, language arts, mathematics, and geography; 2) Demonstrating creative teaching and learning strategies from music, art, dance, and theatre to motivate students and to enhance their study of school subjects; 3) Developing lesson plans and their effective application for integrating the arts in field settings. This course includes a practicum.

6

### **ED 440/440P Elementary Samoan Language Methods (4)**

**Prerequisite:** Completed all 3<sup>rd</sup> Year Course Work

This course reviews theories of language acquisition introduced in ED 257 and ED 319. Similarities and differences between literature-based and language-based curriculum are surveyed with special focus on the teaching of Samoan at K-12 applying the Whole language approach to the Samoan language teaching. The prescribed English language arts texts used as references are adapted to the teaching of Samoan.

### **ED 490 Student Teaching Seminar (2)**

**Prerequisite:** Complete all 300 and 400 courses, concurrently with ED 491

This seminar course is an overview of the student teaching experience. The seminar will outline all the regulations of student teaching and explain all the guidelines. The seminar is specifically designed to all for sharing between student teachers, colleagues, and the college supervisor. Opportunities for sharing will be open to student teacher to share their concerns about their progress and to encourage and support other student teachers. The seminar is designed to serve as a forum for discussion of the relevance and real-world elementary education in American Samoa and in the United States.

**ED 491 Student Teaching Field Work (10)**

*Prerequisite: Complete all 300 and 400 courses, student teaching approval, ED 490, concurrently with ED 490*

This course provides teaching experience under intensive supervision in a public school setting. Regular observation, counseling and evaluation are provided by the ASCC School of Education faculty and field coordinator. Student teachers will receive practical experience under the guidance of supervising teachers in planning for teaching, managing classrooms, and directing learning activities of students. Student teachers are given increasing responsibility for directing the activities of the classroom group to the point of assuming full responsibility



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# ADMISSION INFORMATION



## ADMISSION INFORMATION

### **Admission Requirements**

All students planning on entering a program of study towards a Bachelor's degree in Elementary Education must have successfully completed the following admission requirements:

1. Complete the admission requirements to the American Samoa Community College as outlined in the current General Catalog;
2. Complete application requirements with the ASCC School of Education for official classification to major in Elementary Education. Enrollment for 300 and 400 level education courses applicants are required to provide verified test date and or score for Praxis I Pre-Professional Skills Test (PPST Exam);
3. Complete the ASBEP General Education Requirements (70 credits), as outlined in the General Catalog with a cumulative grade point average of 2.7 or better. Students who have not met the General Education requirements will be accepted on a provisional status. Students who have completed all General Education requirements will be moved to full candidacy;
4. Maintain a grade of "C" or better in ASBEP Professional Education Core Requirements (58 credits).
5. Tuition fees are charged accordingly; refer to page 23 of the ASCC General Catalog 2006-2008.





### **Checklist**

Before submitting application, check for the following:

#### **Submit to the Teacher Education Department the following:**

- 2 Letters of Recommendation
- Completed application
- 1 Faculty Recommendation and completed recommendation form
- 2 Personal References & addresses
- Health & TB Test (date & verified)

For additional assistance, please contact the Teacher Education Department.  
Call 699-9155, ext. 431 for information and status of application.

***Applications can be obtained at the Office of Admissions and or at the Teacher Education Department located at the upper campus, next to the ELI Building.***

Completed applications are reviewed by the Teacher Education Department. Successful applicants will be notified by email and or written notification of acceptance. Upon acceptance, advising is provided by an assigned ASBEP core faculty who will assist with developing a program of study for the B.Ed. degree. Refer to pages 35-56 of the ASCC General Catalog 2012-2014 for more information on academic information. For information on academic advising, refer to page 46-47 for detailed information on academic advising and attendance policies.

### **Tuition Cost and Fees:**

Tuition cost per credit is \$95 per Residence and \$105 per non-Residence. Refer to "Residency Requirements" on page 42 of the ASCC General Catalog 2012-2014 for residency qualification.

Students who are eligible for Financial Aid should contact the Financial Aid Office for further information regarding financial aid assistance and eligibility. Refer to page 44-45 of the ASCC General Catalog 2012-2014 for financial aid eligibility and policies.

Non-Pell students may consult with Director of Teacher Education for information regarding financial assistance for tuition and or books. Assistance is based on a first come first serve basis and availability of funding.

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# ASBEP DIRECTORY



# American Samoa Bachelor of Education (B.Ed.) in Elementary Education Directory



## **ASBEP Steering Committee**

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Mikaele Etuale.....	Vice President of Finance and Administrative Services
Dr. Kathleen Kolhoff.....	Vice President of Academic Affairs
Dr. Irene T. Helsham.....	Dean of Academic Affairs
Tupua Roy Fua .....	AS Gear-Up Director
Peseta Tialuga Seloti.....	ASTEP Director
Dr. Lina Galea'i-Scanlan .....	Teacher Education Director

## **ASBEP Core Faculty & Supporting Staff**

Dr. Lina Galea'i-Scanlan .....	Core Faculty
Dr. Larry Purcell .....	Core Faculty
Filemoni Lauilefue.....	Core Faculty
Sonny Leomiti .....	Core Faculty
Shirley Delarosa.....	Core Faculty
Richard Park.....	Core Faculty
Faa'u Aydon.....	Administrative Assistant
Vanessa Velega.....	Office Clerk

<b><u>Adjunct</u></b>	<b><u>Content Area</u></b>
Regina A. Meredith, M.F.A.....	Art
Trudie Sala, Ed.D.....	Bilingual Education
Repeka Alaimoana-Nuusa, Ph.D.	
Jean Asuega, Ph.D. ....	Clinical Psychology
Kathleen N. Kolhoff, Ed.D.....	Creative Drama
Seth Galea'i, Ed.D.....	Curriculum and Instruction
Trudie Sala, Ed.D.	
Lina Galea'i-Scanlan, Ph.D.	
Peseta Tialuga Seloti, M.A.	
Tupua Roy Fua, M.Ed.	



<b>Adjunct .....</b>	<b>Content Area</b>
Milaneta Tinitali, M.Ed. ....	Early Childhood Education
Dr. Peter Tinitali, Ed.D.	
Atalina Coffin, M.Ed.	
Tupua Roy Fua, M.Ed. ....	Educational Psychology
Seth P. Galea'i, Ed.D.	
Rosevonne M. Pato, M.Ed.	
Irene T. Helsham, M.Ed, DPA	
Sonny Leomiti, M.Ed. ....	Student Teaching Supervision
Filemoni Lauilefue, M.Ed.	
Grace T. Mareko, M.S. ....	Information & Communications Technology
Michael Leau, M.Ed.	
Evelyn Fruean, M.Ed.	
Peseta Tialuga Seloti, M.A. ....	Language Arts
Siamaua Ropeti, M.Ed.	
Ethel Sokimi, M.Ed.	
Dr. Jacinta Galeai, Ph.D.	
Poe Mageo, M.Ed. ....	Literature
Peseta Tialuga Seloti, M.A.	
Letupu T. Moananu, M.Ed. ....	Mathematics
Trudie Sala, Ed.D. ....	Multicultural Education
Repeka Alaimoana-Nuusa, Ph.D.	
Salu Hunkin-Finau, Ed.D.	
Kuki Tuiasosopo, M.A. ....	Music Methods
Ed Imo, M.Ed. ....	Physical Education and Health
Tumua Matau'u, M.Ed.	
Rosevonne M. Pato, M.Ed. ....	Psychology
Jean Asuega, Ph.D.	
Kathleen N. Kolhoff, Ed.D. ....	Public Speaking





K. Okenaisa Fauolo, M.Ed. .... Samoan Language  
 Peseta Tialuga Seloti, M.A.  
 Teleai Ausage, M.Ed.

Ronald Turituri, M.Ed. .... Science  
 Matt Le'i, M.Ed.  
 Netini Sene, M.Ed.

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 Elvis Zodiacal, M.A.  
 Toaiva Tago, M.Ed.

Atalina Coffin, M.Ed. .... Special Education  
 Peter Tinitali, Ed.D.  
 Irene T. Helsham, M.Ed., DPA

# American Samoa Community College



*Samoa Muamua le Atua*



*Saili le Atamai*

Presented & Approved by Curriculum Committee Summer 2007

2012



**ADMINISTRATION,  
STAFF, FACULTY AND  
PROFESSIONAL STAFF**





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B.A., IunivesiteAoao o Samoa, Samoa

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Groundskeeper

Soi, Kamilo  
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Sua, Seti  
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Uli, Tiamu  
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Mulipola, Pelesi  
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Tupua, Tiitii  
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A.A., American Samoa Community College, AS



ASCC Alma Mater

# Hail ASCC!

(To Talitiga Dr. Vena Sele)

Words & Music by  
Namulaulu Dr. Paul Pouesi

*Majestic*

*Introduction*

5

Hail A S C C! Filled with joy and har - mo - ny Ser - ving peo - ple in our com - mu - ni -

9

ty Hail A S C C! mar - ching on to vic - to - ry We're the fu - ture of our fa - mi -

13

*Hail Chiefs!*

lies. We are proud of our A S C C Your name is my crown a - cross the





17 *Hail Chiefs!*

sea We pay tri-bute to all who have served faith-ful-ly We thank the Lord, our pa-rents and the

21

fa - cul - ty You're my ecs - ta - sy Hail A S C C! Thank you for the me - mo - ries We will

25

trea - sure your love and hos - pi - ta - li - ty Keep on rea - ching for the sky Keep on sear - ching and you'll find With the

29

bles - sings from our God on high With the bles - sings from our God on high!



# SPECIAL ACKNOWLEDGEMENTS

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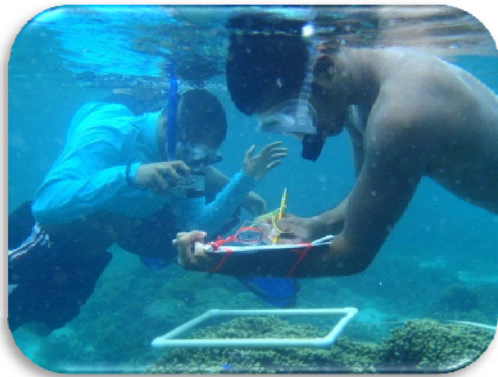
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