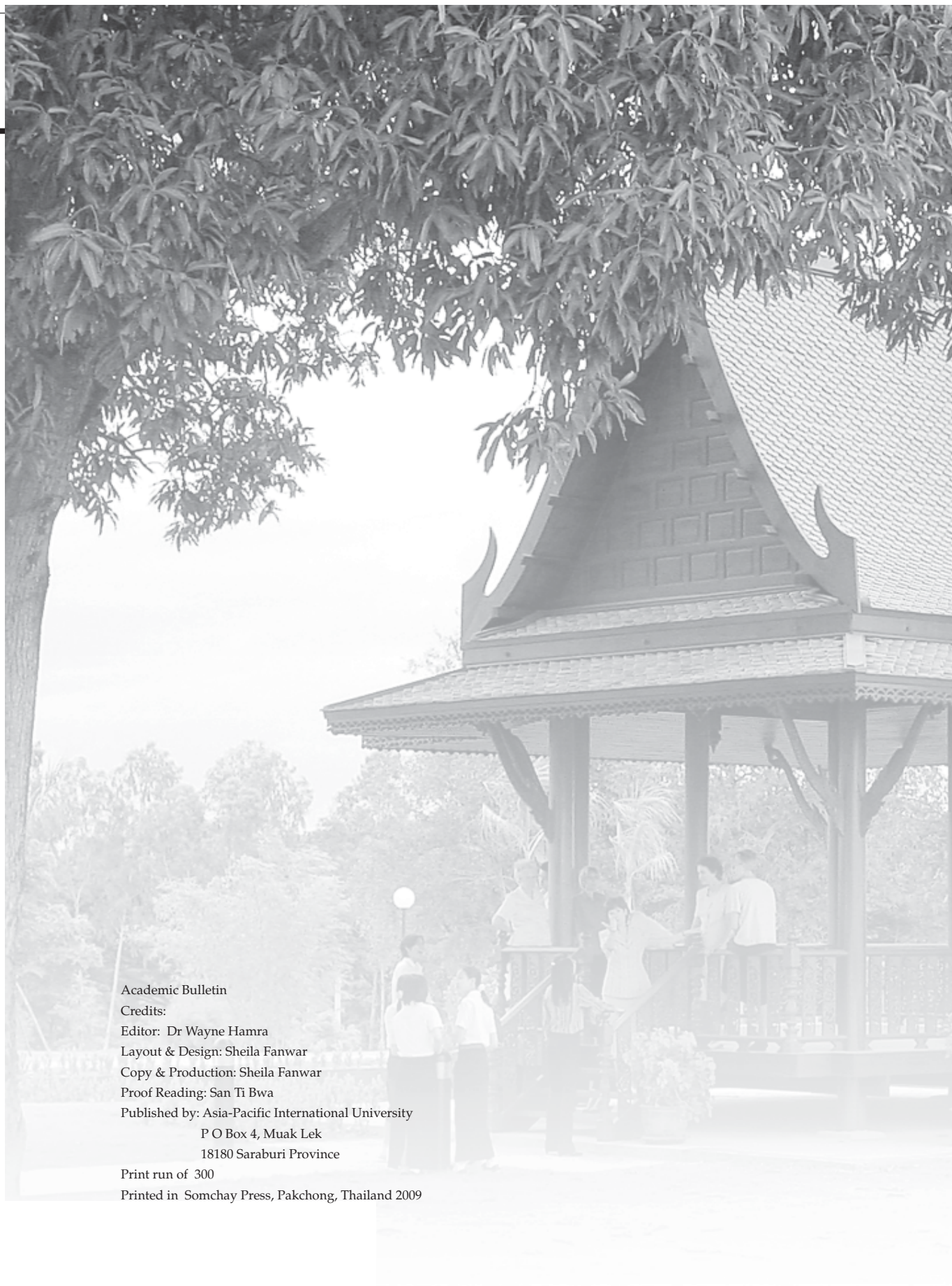

ASIA-PACIFIC INTERNATIONAL UNIVERSITY



Academic Bulletin 2009–2010



Academic Bulletin

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Asia-Pacific International University

ACADEMIC CALENDAR 2009-2010

Semester I

August to December 2009

First Semester	Time	Day	Date
Faculty Colloquium	8:00 am – 5:00 pm	Thursday-Sunday	August 13-16
Entrance Examinations (Thai Programs) English Proficiency Examination (EPE) (International) Math-Science Placement Examinations (PE) (International) Registration – (Returning Students Only)	8:00 am – 12:00 noon 8:00 am – 12:00 noon 2:00 pm – 3:00 pm 8:00 am – 5:00 pm	Monday	August 17
English Placement Test (EPT) – ESL Students Only Registration Continues – (Returning Students) Admission List Posted Orientation Begins – (New Students)	8:00 – 11:00 am 8:00 am – 5:00 pm 3:00 pm 3:00 pm – 5:00 pm	Tuesday	August 18
Registration – (New Students)	8:00 am – 5:00 pm	Wednesday	August 19
Classes Begin – All Programs	8:00 am	Thursday	August 20
Late Registration (Late Fee Applies)		Thursday	August 20
Orientation Activities Continue (New Students)		Saturday -Sunday	August 22 – 23
Last day to submit a petition to enter a class	8:00 am - 5:00 pm	Monday	August 31
Last day to add or change a class (Au-Cr)	8:00 am - 5:00 pm	Wednesday	September 2
Wai Kru Day		Thursday	September 10
Festival of Faith I		Monday - Sabbath	September 21-26
Mid-Semester Test Week (In class)		Monday - Friday	October 12-16
Mid-Semester Break		Thursday-Friday	October 22-23
Classes Resume – All Programs	8:00 am	Monday	October 26
Pre-registration	8:00 am – 5:00 pm	Monday - Friday	November 9-13
Last Day to withdraw from class with “W” Last day to change from Cr to Au	3:00 pm	Friday	November 13
Internal Exam Board Meetings (Papers)		Monday - Friday	November 16-20
Textbook Ordering Week		Monday - Friday	November 16-20
ESL Program – Term I Final Examinations		Monday - Tuesday	November 23-24
Placement Examinations, ESL Advanced Graduates	9:00 am – 10:00 am	Wednesday	November 25
ESL Trimester Break Begins (After Placement Exams)			Nov 25 – Jan 6
Classes End – Degree Programs	5:00 pm	Thursday	December 3
Holiday (In lieu of H M King’s Birthday)		Friday	December 4
*Final Examinations Begin		Monday	December 7
Holiday (Constitution Day)		Thursday	December 10
Final Examinations End	4:30 pm	Tuesday	December 15
Semester Break Begins (After last Examination)			Dec 16 – Jan 6
Internal Examination Board Meetings (Grades)		Friday	December 18
Deadline for Submission of Grades to Registrar’s Office	5:00 pm	Monday	December 21

Note: *Final examinations commence on Monday, December 7. Weekend leave for December 12 and 13 will be restricted.

Travel bookings should not be made until after the publication of the final examination schedule by the Registrar’s office. Arrangements for out-of-schedule examinations in order to accommodate travel arrangements are not permitted.

Semester II

January – May 2010

Second Semester	Time	Day	Date
Entrance Examinations (Thai Programs) English Proficiency Examination (EPE) (International)	8:00 am – 12:00 noon 8.00 am – 11:00 am	Monday	January 4
English Placement Test (EPT) – ESL Students Only Admission List Posted Orientation Activities — New Students	8:00 am – 11:00 am 2:00 pm 2:00 pm -- 5:00 pm	Tuesday	January 5
Registration – New and Returning Students	8:00 am – 5:00 pm	Wednesday	January 6
Classes Begin – All Programs	8:00 am	Thursday	January 7
Late Registration (Late fee Applies)		Thursday	January 7
Orientation Activities Continue (New Students)		Saturday-Sunday	January 9-10
Last day to submit a petition to enter a class	8:00 am - 5:00 pm	Friday	January 18
Last day to add or change a class (Au-Cr)	5.00 pm	Wednesday	January 20
Makha Bucha Day (In lieu of January 31)		Friday	January 30
Festival of Faith II		Mon - Sat	February 1-6
Mid-Semester Test Week (in class)		Monday-Friday	February 22-26
Mid-Semester Break		Monday	March 1
Internal Exam Board Meetings (Papers)		Monday – Friday	March 15-19
Pre-registration Week (<i>for Inter-Semester & 1st Semester 2009-2010</i>)		Monday - Friday	March 22-26
Textbook Ordering Week		Monday - Friday	Mar 29- Apr 2
Last day to withdraw from class with “W”, change from Cr to Au	5:00 pm	Wednesday	March 31
Chakri Day (Holiday, no classes)		Tuesday	April 6
Degree Programs Mid-Semester Break (Songkraan)		Friday – Friday	April 9-16
Classes Recommence – Degree Programs	8:00 am	Monday	April 19
ESL Program– Term II Final Examinations		Wed - Thu	April 21-22
Math-Science Placement Examinations, ESL Advanced Graduates	9:00 am – 10:00 am	Friday	April 23
ESL Trimester Break	11:00 am	Friday	April 23-
Seniors Only - Final Examinations Begin	8:00 am	Thursday	April 29
Final Examinations Begin (Freshmen/Sophomores/Juniors)	8.00 am	Tuesday	May 4
Examination Preparation Day (Coronation Day)		Wednesday	May 5
Submission of Senior Grades	9:00 am	Thursday	May 6
Final Examinations End – Degree Programs	5:00 pm	Wednesday	May 12
Graduation Consecration Service	7:00 pm	Friday	May 14
Baccalaureate Service	10:30 am	Sabbath	May 15
Graduation Ceremony Royal Presentation Ceremony	10:00 am 2:00 pm	Sunday	May 16
Visakha Bucha Day (In lieu of April 28)		Monday	May 17
Internal Examination Board Meetings (Grades)		Tues - Wed	May 18-19
Deadline for Submission of Grades	5:00 pm	Wednesday	May 19

A Message from the President

Education is the key to future success in today's challenging world. You are amongst a privileged few to attend a tertiary institution and thus have the opportunity to commence a stimulating life-long journey of learning. Value this privilege. The education that we offer is broad and encompasses all domains of human knowledge: intellectual, physical, social and spiritual. No education is complete unless it deals with character development and prepares young people to act in a manner that is accepted in the best circles in society. We introduce you to some grand principles which will enable you to act confidently and ethically in any society in which you choose to operate. We also introduce you to the ideal that a truly satisfying life is one which looks to the interests of others.



We offer degree programs which have wide acceptance. All our programs are accredited through the appropriate Thai Government agencies and also through an international association of Adventist College and Universities with headquarters in the United States. We have exchange agreements with College and Universities in the United States, Australia, Korea and other countries in our region. As a result of these quality assurance undertakings, our graduates have a good record of employment in the country of their origin and are able to undertake further study in various locations in Asia and in the western world. Some of our postgraduate degree programs bring lecturers from abroad to teach and students have the option of accepting their degree certificates from Asia-Pacific International University or from the participating institution.

Asia-Pacific International University main campus (Mission Heights, Muak Lek) is set amidst pleasant surroundings in a quiet country setting. Students from many nations choose to come here on account of these features. We value your presence and wish to make your stay pleasant. We trust that you will come to enjoy this environment just as we do. It is conducive to learning and the establishment of lasting friendships. We invite you to contribute to our dynamic campus by sharing with us the treasured features of your culture. We encourage each member of our student body to show mutual respect for others and to seek to find something attractive about each culture you come in contact with. You may be pleasantly surprised to learn that we have over 35 countries represented among our student population.

You will find the values that we treasure here are based on Christian principles. They are values that promote harmonious living and honour human dignity, morality, integrity and equity. We look forward to you coming here and would welcome your enquiries on how we might facilitate your enrolment.

Sincerely,

A stylized, handwritten signature in black ink, likely belonging to Dr. Warren Shipton.

*Dr Warren Shipton
President*

Institutional History

Asia-Pacific International University represents a union of three institutions: Southeast Asia Union College, Singapore (roots to 1905), Bangkok Sanitarium and Hospital School of Nursing (roots to 1941) and Mission College, Muak Lek Campus (established 1988).

Southeast Asia Union College

Southeast Asia Union College (SAUC) commenced as a small school in 1905 which quickly became a training school. It adopted the name Singapore Training School (1915). By 1958 College status had been achieved and in 1984, the College began offering fully accredited American degree programs through an affiliation with Walla Walla College, Washington, USA. By the mid 1990s the College's offerings had grown to include Business Administration, Computer Information Systems, Office Administration, Religion and the Teaching of English as a Second Language.

In 1996, further development of the Serangoon Road campus was suspended when the Singapore Government announced its intention to expropriate the College property for a major urban transport development project. By July 1998 all college activities ceased in Singapore and moveable assets were either sold or transferred to Muak Lek, Thailand.

Mission College, School of Nursing

The first attempts to initiate a School of Nursing in Bangkok occurred in 1941 in connection with the establishment of the Bangkok Mission Clinic. The out-break of hostilities in the Southeast Asia region during World War II, however, led to the evacuation of overseas medical personnel after a few months and the project was suspended. In 1947 the School of Nursing was reopened on the Bangkok Sanitarium and Hospital compound on Pitsanulok Road. The School grew and by 1986 a four year tertiary level baccalaureate degree was offered in Nursing Science. College status was achieved in the same year. By 2008, the School had graduated over 1,000 nurses.

Mission College: Muak Lek Campus

In 1988 as a branch campus of Mission College in Bangkok was opened in Muak Lek in order to train Thai Adventist youth; the institution also incorporated the Thailand Adventist Seminary, which for some years had been providing a non-accredited ministerial training program. Academically sound four-year degree curricula in Accounting, Management and English language were approved by the Ministry of University Affairs in 1993. The campus celebrated its first graduation in 1994.

The New Institution: A Union of Three Institutions

The new international institution based at Muak Lek was constructed after it was certain the College in Singapore would close. The new institution combined the quality of the international programs of Southeast Asia Union College and retained and developed the Thai programs operated by Mission College, Muak Lek and became responsible for continuing the nursing program in Bangkok. In January 1997 the development of the new facilities and academic programs commenced with much urgency. The first new degree following an international type cur-

riculum received government approval in early 1999 and by early 2001 the College was able to offer a further eight international majors officially approved by the Ministry of University Affairs. By July 2002 the last of the building developments and the extensive campus landscaping work had been completed.

It was natural for the institution to seek university status following its success in attracting international students. This success was recognized in 2005 on receipt of the Prime Minister's Export Award. University status was achieved on June 30, 2009 and the name of Mission College was changed to Asia-Pacific International University.



Mission Statement

Asia-Pacific International University is a Seventh-day Adventist institution of higher learning in Southeast Asia which is committed to being an international, values-oriented Christian educational community for the advancement of learning and knowledge which develops and nurtures in its students, faculty and staff, qualities of academic excellence, integrity, personal faith and a balanced lifestyle exemplifying joyful, independent, and selfless service to God and society.

Vision Statement

Asia-Pacific International University intends to be a first-class, multi-campus, medium-sized international Adventist university recognized for its outstanding facilities, the excellence of its teaching and research programs, its wholistic development emphasis and for its successful integration of faith and learning. It envisages itself serving particularly the Adventist church and the societies

of the Southeast Asian region through a variety of relevant, cutting-edge undergraduate and post-graduate programs offered on its main campuses in Thailand and through branch campuses in other countries. Opportunities for students will be enriched and enhanced through collaborative partnerships with respected Universities and universities in Asia, the USA, Europe and Australia.



PHILOSOPHY STATEMENT

The educational philosophy of Asia-Pacific International University maintains that education is concerned not only with a preparation for this life but also for the future life and therefore must embrace the harmonious, holistic development of the intellectual, social, physical, as well as the spiritual dimensions of each individual. It is a philosophy grounded in an understanding of the nature of reality as a created universe. In this worldview, the origins of human existence and experience trace back to God who created and sustains the universe and who is the ultimate source of knowledge, goodness and beauty.

Central to this understanding are the convictions:

- ◆ that each individual is of inestimable value and is uniquely gifted with powers of intelligence, creativity and moral awareness that reflect those of the Creator,
- ◆ that human nature and experience has been marred resulting in suffering, a sense of brokenness and alienation from self, others, the world and from God,
- ◆ that each individual finds meaning through developing self-understanding, social relationships, and the cultivation of the spiritual dimensions of life.

Based on these presuppositions, an Adventist university education therefore seeks to provide:

- ◆ an environment where the rich traditions of intellectual enquiry, academic excellence and cultural life are maintained,

- ◆ a program where the importance of values and the ethical foundations of one's personal and professional life is emphasised, and
- ◆ an experience that fosters personal, intellectual and spiritual growth and provides an opportunity to encounter the meaning and implications of Christian faith.

Such an education has pastoral and redemptive dimensions. Asia-Pacific International University believes that offering such an education in the context of a nurturing community of enquiry, faith and concern provides opportunity for the individual student to find personal wholeness and a preparation for service to God and society.

STATEMENT OF OBJECTIVES

Arising from this philosophical framework, the specific objectives of Asia-Pacific International University are:

1. To develop an international academic community widely recognized for its excellence in teaching and research in major academic disciplines.
2. To provide high quality training in the professions and to maximise the employment and career prospects of its graduates.
3. To provide, through its teaching, curriculum and pastoral care, for the holistic education of its students.
4. To provide a welcoming and supportive university environment for people of all religious faiths and backgrounds.

PHILOSOPHY AND OBJECTIVES

5. To facilitate in students the mastery of cognitive skills of critical reasoning, independent thinking, reflective judgment, communication and creativity as students encounter social, economic and political issues in their society.
6. To encourage in students an appreciation for excellence and beauty and the seeking of timeless values and principles in art, drama, film and music and to foster a commitment to the enhancement and preservation of the best in culture in all its diversity.
7. To provide opportunities for students to develop socio-emotional maturity that will enable them to be effective, contributing members of families, groups, and communities in a pluralistic society.
8. To assist students in developing an appreciation for the dignity of labor and attaining knowledge-based competencies essential for productive citizenship, leadership and service in an increasingly complex global society and to empower students to take responsibility for their own well-being through a health-promoting lifestyle.
9. To create a safe, nurturing community of faith in which students may grow in the development of personal faith while having the opportunity to integrate into their lives, Christian beliefs and values as understood by the Seventh-day Adventist Church and the opportunity for experiencing the joy of service and outreach to others.
10. To support the role and the work of the Seventh-day Adventist Church in Southeast Asia by training people for service in such areas as business leadership and administration, teaching, health care, pastoral ministry, counseling and welfare support.



Governance

Asia-Pacific International University is owned and operated by the Southeast Asia Union of the Seventh-day Adventist Church (SAUM), headquartered in Singapore. The Institution is governed through a University Council appointed in accordance with the legislative requirements of the Thailand Private Higher Education Act of 1999 and is managed under the direction of a Board of Directors with the President of the SAUM as chairman. The

Board of Directors appoints the President, who is entrusted with the day-to-day operation of the University. The President is advised and assisted by a number of Vice Presidents, the President's Cabinet, the Administrative Council and other duly appointed officers and committees, who are committed to achieving the University's mission and objectives.



Accreditation

All programs of study offered at Asia-Pacific International University and the courses that comprise them are nationally approved and accredited by the Ministry of Education of the Government of Thailand. The courses are also thus approved and recognized by the Civil Service Commission of the Government of Thailand. This means that graduates are approved for employment by the Thai Government.

Asia-Pacific International University programs are also accredited internationally by the Adventist Accrediting Association of Schools, College and Universities based in Washington DC, USA and by the Commission of Higher Education at the Southern Asia-Pacific Division of the General Conference of Seventh-day Adventists in the Philippines. The University is one of more than 90 universities and Colleges in the international network of private Adventist Universities operated worldwide.

Professional recognition is granted by the Thailand Nursing Council for the Bachelor of Nursing Science program and by the Association of Certified Practicing Accountants for the accounting major in the Bachelor of Business program (Thai medium).

International Affiliations

Formal service agreements of academic cooperation between Asia-Pacific International University and American and Australian universities and Colleges have been signed covering areas such as professor exchange and joint research programs, curriculum and course development, transfer credit arrange-



ments and the benchmarking of academic standards.

These agreements involve the following institutions:

- ◆ Avondale College, Cooranbong, New South Wales, Australia
- ◆ Griggs University, Silver Spring, Maryland, USA
- ◆ La Sierra University, Riverside, San Bernadino, California, USA
- ◆ Loma Linda University, Loma Linda, San Bernadino, California, USA

Other institutions with which Asia-Pacific International University has Academic Cooperation Agreements are:

- ◆ Adventist Colleges Abroad, Maryland, USA
- ◆ Sahm Yook University, Seoul, Korea
- ◆ Saniku Gaguin College, Tokyo, Japan
- ◆ Southen Adventist University
- ◆ Walla Walla University

Programs of study at Asia-Pacific International University are regularly reviewed and subjected to rigorous quality assurance controls.

Quality Assurance

The quality assurance program at the University involves personnel and processes, both internal and external to the institution. These include regular internal reviews of educational practice and standards and external assessments of the institution's practice and standards. The process is linked to the University's voluntary participation with other Adventist institutions and governing bodies in a recognition process that involves periodic inspections and site visits by international teams of higher education specialists. Self-study documents and annual reports are prepared to facilitate the visits which are coordinated by the Adventist Accrediting Association. Participation by the institution in this mutual review process also serves the purpose of assuring Adventist international constituencies that Asia-Pacific International University meets internationally established standards and criteria for academic excellence.

The University is also regularly assessed by the Thai Government Office of National Educational Standards and Quality Assessment (ONESQA).

Other regular quality assurance processes involve:

- ◆ internal moderation of examinations and assessments by Faculty Examination Boards
- ◆ student feedback surveys on the enrolment and orientation processes at the University
- ◆ student feedback surveys of the teaching and learning experience at Asia-Pacific International University
- ◆ administration of an annual University Experience Questionnaire completed by the recent graduates following graduation
- ◆ administration of an annual survey of graduate destinations following students' graduation from the University
- ◆ surveys of employers of graduates from the University to determine levels of employer satisfaction and to obtain feedback for curriculum development.

Study Programs Offered

Master and Post Graduate Degree Programs

- ◆ Master of Education (TESOL)
- ◆ Master of Education (Teaching)
- ◆ Graduate Diploma in Teacher Education

Four Year Bachelor Degree International Programs (English Language Medium)

- ◆ Bachelor of Arts in English (TESOL)
(English for Communication)
(English for Business and Tourism)
- ◆ Bachelor of Arts in Psychology and Education
- ◆ Bachelor of Arts in Christian Studies (Applied Theology)
(Religious Education)
- ◆ Bachelor of Business Administration (Accounting)
(Management and Entrepreneurship)
(Computer Information Systems)
(Accounting and Finance)
(Management and Marketing)
(Management and Communication)
(Marketing and Communication)
(Management and Office Administration)
- ◆ Bachelor of Science in Biology

Pre-Admission English Program

A specialized program in English as a Second Language is offered each semester as a pre-admission English Studies program.

This program is offered in five levels and prepares students for the University English Proficiency Examination or for the equivalent International Examination for English Language Testing System (IELTS) .

Asia-Pacific International University is distinctive in providing of an “immersion environment” in English. English is the “campus language” and is used in all lectures and student-teacher interaction. This environment of English advances language learning far beyond the time spent in the classroom with internationally trained lecturers, who speak English as their native language.

Four Year Bachelor Degree Thai Medium Programs

The University also offers the following four-year Bachelor degree programs in Thai language medium:

- ◆ Bachelor of Arts in English
- ◆ Bachelor of Business Administration in Accounting
- ◆ Bachelor of Business Administration in Management
- ◆ Bachelor of Nursing Science



Student Life

Values and Expectations

Asia-Pacific International University welcomes applications from individuals regardless of race, gender, status or religious affiliation. Admission to, and continuation at the University is dependent on evidence of good character, the ability to succeed in tertiary studies, support of the philosophy and mission of the University, and a willingness to conform to University regulations.

The University is owned and operated by the Adventist Church, a protestant Christian organisation. Religious affiliation is not a requirement for admission and the student body represents many different religious traditions. But students are expected to respect the values and lifestyle expectations that are maintained on campus.

The following expectations have grown out of Christian values, beliefs and Adventist traditions. They are set out here so that students are aware of the values and expectations held by the University. More detailed information about student life and activities is included in the Student Handbook provided to each student. Each student is expected to be familiar with the information provided in the Handbook.

Academic Participation

Asia-Pacific International University is committed to scholarship and sound learning. It follows a program of continual academic assessment designed to develop accountability in its students. Teaching and learning strategies employed at the University focus on student centred learning. Students are

expected to maintain regular attendance and active participation in all academic appointments and to undertake extensive amounts of out of class learning activities.

Academic programs usually contain one course per semester or per year which specifically addresses the religious, ethical, and social justice values for which Asia-Pacific International University stands. These courses are integral to the Asia-Pacific International University program and are not optional. Students are also encouraged to become involved in campus recreational and cultural activities.

Patterns of Campus Life

Worship is integral to the University program, and a variety of worship services is available to students and staff. Students are required to attend a specified number of chapels and assemblies during the University year. Residential students are also required to attend a number of residence hall worships. Worship services are held in the chapel on Friday evening (vespers) and on Saturday mornings at 9.00 am and 10.40 am, for students and the University community. A chapel service is held at 10.00 am each Wednesday during the semester.

The seventh-day Sabbath commencing at sunset on Friday evening and concluding at sunset on Saturday is set aside for worship, prayer, praise, Bible-study, sharing, fellowship and community related activities. Attendance at Sabbath worship services is encouraged. No classes or sporting activities are held during Sabbath hours and regular

University services such as the library and the sports facilities are not available for use. Some students visit AIDS sufferers, others provide music for hospital patients, while others tell Bible stories to village children. With the exception of essential services, the work program ceases. Because the day is considered sacred, no regular or non-essential work is done anywhere on the campus either by outside contractors, University staff or students.

Personal Development

In addition to the corporate times of worship described above, students are also encouraged to develop a personal faith and set of values. To encourage such growth, less formal worship services are held mornings at 6.30 am and evenings in the dormitories. Each Wednesday evening at 7.00 pm a combined worship for both men and women is held in the Assembly Hall. In addition, prayer groups are sometimes arranged spontaneously by interested students. Religious activities are occasionally organized and presented by students who are gifted in music and drama.

Leadership

As part of its educational program, the University provides opportunities for students to develop leadership skills through active involvement in student and University organizations such as the Student Council, sports teams, outreach programs to the community and the student work program.

Students understand that in every organization there are rules of conduct for the well being of the whole community. For the benefit of the student body the University is responsible for maintaining a peaceful, orderly and reflective learning environment. When an individual student acts contrary to

the agreed Code of Conduct the University may find it necessary to take disciplinary action through its established procedures.

Student Employment

Asia-Pacific International University values the contribution that students make to the overall operation of the University through the student work program. Some job opportunities are available on campus. When necessary, preference is given to those living in the residences, those with established financial needs, those on scholarships and those who are subsidized by various church organizations. Work is available in janitorial service, bakery, cafeteria, gardens and grounds and some secretarial and clerical areas. The work program is directed by the Work Program Coordinator. Students are advised that it is not possible to pay all tuition and boarding fees through this work program. For some, about 25% of education expenses may be earned but this may require a reduced study load.

Orientation and Citizenship

At the commencement of each semester all new students attend an orientation program designed to acquaint them with the University and its facilities, the faculty and staff, the University's expectations for students, and the services available to them. If required, entrance examinations or tests are also conducted at this time to enable the University to assess students' aptitudes and abilities for placement purposes.

At the beginning of each academic year each student is credited with 100 citizenship points. Students are encouraged to progress through their course of study without losing any points. Points lost can be recovered through positive behaviour. Citizenship points can be lost by means of behaviour

considered to be below accepted standards and which reveals a lack of personal responsibility or a failure to carry through on personal commitments students have undertaken to support the rules and regulations governing University community life.

Students are expected to demonstrate justice, fairness, and equality to all. Campus community life is characterized by kindness, courtesy, and respect for others. Any action and/or behaviour that is demeaning or causes physical, emotional, or psychological injury to others is inappropriate.

University Uniform

In keeping with the traditions of Thailand for university students, a simple but stylish uniform is adopted and required of all students for everyday University activity. Students new to Asia-Pacific International University will notice as they visit Bangkok and other cities that university students wear their uniforms with care and pride and as a mark of distinction.

Residence Hall Requirements

Because of the commitment to providing a setting and opportunities for the development and transfer of values and beliefs, Asia-Pacific International University operates as a residential University. Thus Asia-Pacific International University students are required to live in the residences provided. Exceptions are made for those who are able to stay on campus or in the community with close relatives. (Close relatives means: parents; guardians legally responsible for the student; uncles and aunts ie brothers or sisters of parents, who must be married and considered mature, brother or sister who is married or is of mature age.) Students above the age of 25 or who are in their senior year, or who are graduate students are exempted from the

residential requirement. For any other exception, the student must make prior written application to the Student Life Committee. A student planning to move out of the residence is required to give the Dean at least one month's notice in writing.

The University also maintains a number of small apartments for married students whose spouses are in continuous residence with them. Separation from the University for any reason terminates a student's rights of occupancy of University owned housing whether in the residence halls or in the apartment buildings.

Residence Deans and Assistants

The Dean of Men and the Dean of Women and their student assistants are responsible for the student residences. They assist in every way possible to make residence life orderly and pleasing for all residents. Students with problems, questions or special requests should consult their Dean.

Residence Rooms

The Dean will assign two to four students to each room. Students are not allowed to change rooms without the Dean's permission. Students are expected to provide their own towels, bedding, pillows, toiletries and personal effects. They are responsible for the orderliness of their belongings and the cleanliness of their rooms. Students are also held responsible at all times for their conduct and also for the conduct of those visiting in their rooms. Students are not to enter other students' rooms when the room's residents are absent.

Guests

Students who wish to have guests in their rooms overnight may do so but must first seek permission from the Residence Hall

Dean. Guests are expected to abide by the rules and regulations of the University. The cost is 200 Baht per person/per night. Community students do not qualify for this guest status and are required to leave the halls by 6.00 pm unless special arrangements have been made with the Residence Dean.

Married Students Residence

While it is recognized that married students live under different circumstances to dormitory students, the general principles enunciated in the Student Handbook apply to them whenever appropriate.

Motor Vehicles and Motor Cycles

Asia-Pacific International University permits students to operate vehicles or motorcycles on the University campus under the following guidelines:

1. Students must register the vehicle or motorcycle with the Finance Office within 24 hours of bringing the vehicle or motorcycle on to the campus. An identity sticker is provided which must be placed on the vehicle in a visible location.
2. Only one vehicle per student is permitted to be kept on campus. It must be registered and roadworthy. No unregistered vehicles are to be kept on campus.
3. Owners of vehicles must produce certified insurance when registering the vehicle with the University.
4. Owners of vehicles must possess a current driver's license. Vehicles may not be used on campus by students without a driving license.

5. Students must use the allocated parking areas for vehicles and motorcycles.
6. Vehicles or motorcycles must be operated on campus in accordance with road signs and must not be driven or parked on University lawns.
7. The University accepts no responsibility or liability for loss or damage to students' vehicles or their contents while they are on campus.
8. Penalties and fines. Students are advised that failure to follow the guidelines for vehicle use may result in a fine or a withdrawal of vehicle privileges.

Drug-Free Environment

Asia-Pacific International University seeks to provide a campus environment that is conducive to the development of our full human potential. To achieve this the University believes that the campus should be free from the use of cigarettes, alcohol and non-prescription drugs. "Drug-free" means abstinence from the use or possession of alcohol, tobacco, and mind-altering drugs, and from the abuse of prescription drugs.

Students are expected therefore to abstain from using these substances while on campus. There is also an expectation on the University's behalf that students will not use these substances while off campus. Students are asked to remember that their actions while students of Asia-Pacific International University reflect on the reputation of the University wherever they are; therefore it does become the University's concern if it becomes clear that students are choosing not to uphold these standards.

Asia-Pacific International University also

upholds all laws, which prohibit the possession, use, manufacture or distribution of controlled substances. The possession of paraphernalia and use of “look alike” or designer drugs is also prohibited. Violation of this drug-free policy will result in disciplinary action being taken by the University.

The primary intent of discipline is rehabilitative. However, persons involved at any time in the promotion, manufacture and/or distribution of these substances will be excluded from the University. Further, violation of any laws regarding controlled substances will be reported by the University to the proper authorities.



Physical Plant and Facilities

Main Campus – Muak Lek

The Central Muak Lek campus of Asia-Pacific International University comprises 387 Rais (153 acres) and was first developed in the late 1980s. Beginning in the late 1990s many additional buildings were constructed and the University campus was completely redeveloped into a modern international institution.

Set in a delightful resort area near the town of Muak Lek and sheltered from the pollution and congestion of the large cities, Asia-Pacific International University surrounds the student with the beauties of nature—trees, plants and flowers grow in profusion. Buildings around the spacious park-like campus are connected by tree-lined walkways, gardens and a series of small lakes which create an atmosphere of tranquility conducive to a reflective academic environment focusing on excellence, achievement and personal development.

New academic buildings include a beautifully designed and furnished Library, a Business and Information Technology Center and a fully equipped Faculty of Science building. The Administration Building, including a large hi-tech auditorium for the performing arts and classrooms and offices for the Faculty of Arts and Humanities, has been completely remodeled and refurnished. Academic buildings and the auditorium are fully air-conditioned.

University libraries contain nearly 60,000 volumes, mostly in English, but many in Thai. Students have access to over 3,000 subscription journals on-line and in permanent collection; a media resource center and numerous terminals for databases and internet use.

Five modern and graciously appointed student residence halls provide a comfortable home for about 1,000 students and additional well-appointed apartment buildings provide accommodation for married student families. The large modern cafeteria provides a range of national and international vegetarian menus.

The Student Center and Sports Complex is situated adjacent to the student residences. It is equipped with exercise gym and floodlit tennis, volleyball, basketball and other courts, a football arena and facilities for games, track and athletic events.

Located on the highest point, with a commanding view of the whole campus, is the large, new University chapel, incorporating many ancillary facilities, including a prayer room, fellowship hall, and offices and classrooms for the Faculty of Religious Studies. Guest rooms for parents and visitors to the campus are also available.

An elementary school complex complete with playing fields and ancillary facilities provides an international curriculum program for the children of faculty and married students.

Bangkok Campus

The Bangkok campus situated on Pitsanulok Road (near the Royal Turf Club) shares a campus with the Bangkok Adventist Hospital and houses the Faculty of Nursing. Buildings comprise a modern multi-storey classroom, library, laboratory and office building; a multi-storey, 270 bed student residence; an ancillary classroom building and staff quarters. The Bangkok campus offers registered nursing training in Thai medium.



Campus Services

Computing Services

On the central campus the University's Computing Support Services manages an up-to-date networked environment. The IT infrastructure comprises a central server facility with 24 hour power back-up supporting the network and five large laboratories. Fibre optic internet access is available in the student residences and across the campus. The Bangkok campus provides a computer laboratory and IT access in the library and in the dormitories. In aggregate, Asia-Pacific International University students enjoy a terminal/computer per student ratio of 1 to 5.

Medical Services

The University operates a small health clinic in the Student Center. This is the first place for students to seek assistance when they are ill. A nurse will then refer the patient to doctors or hospitals as needed. Asia-Pacific International University collects a medical fee each semester and provides a limited medical insurance policy to help cover student medical expenses. Each student is provided a copy of the specific terms and conditions of this limited medical insurance. Assistance is provided on the following basis:

1. The expenses are necessary and are usual, customary and reasonable; are prescribed by a doctor; and purchased from a hospital, clinic or pharmacy.
2. The expenses are incurred during the semester.

3. When a student requires hospitalization the University will inform the parents, asking them to accept responsibility for the student until he/she is able to study again.
4. The University provides medical transportation only within Saraburi Province. Transportation beyond that is the responsibility of the student.

A more substantial accident and emergency medical insurance policy is purchased on behalf of students. Policy restrictions apply and each student is provided a copy of these through a commercial insurance company.

Counseling Services

The Student Development Centre focuses and coordinates the provision of career-related, individual and group counseling services. Those who may wish to discuss personal issues or seek assistance in resolving personal problems will find a sympathetic hearing from faculty, department heads and teachers. Alternatively, the chaplain or members of the pastoral staff are available for personal counseling.

Financial Information

Asia-Pacific International University is a not-for-profit institution that operates as an ongoing venture of faith. A portion of its income is derived from gifts and grants from those who believe in its mission and objectives. It also receives significant contributions and grants toward its operation and capital development from the Seventh-day Adventist Church. These sources of funding enable the University to keep tuition and residence fees at moderate levels and yet still maintain excellence in facilities, in scholarship and teaching.

Planning in Advance

In planning to attend Asia-Pacific International University, careful consideration should be given to the cost of education. Both parents and students view such cost as an investment and not simply as an expense.

Students, parents, and guardians are encouraged to carefully plan their financial resources in advance to cover the cost of programs of study undertaken at Asia-Pacific International University. The University requires that student accounts are kept current each semester in order for scheduled study to proceed. It is the students' responsibility (along with parents, guardians, or sponsors) not to allow accounts to get into arrears and thus interrupt study sequences.

Students should work closely with the Student Finance Officer to complete financial arrangements prior to registration each semester and determine payment arrangements. Any forms of financial assistance that may apply or for which a student might be eligible can be discussed at this time.

Southeast Asian Regional Students

The following schedule of charges is provided so that students who live within the territory of the Southeast Asian Union Mission of Seventh-day Adventists (the countries of Brunei, Cambodia, Laos, Malaysia, Singapore, Thailand, and Vietnam) can calculate the cost of education in advance and make arrangements to finance their study program. The rates are adjusted annually to reflect changing economic conditions in Thailand. All prices are listed in Thai Baht.

1. Tuition (per credit hour) Regional Bursary Rate	2,045
2. Regular Fees (per semester)	7,300
3. Laboratory Fees (per course, if required)	
• Computer Lab, Language Lab or Science Lab	1,000
4. Other Required Fees	
• Application (once)	300
• New Student Registration Fee (once)	1,500
• Student Visa Services (per year)	5,500
5. Room/Accommodation (per semester)	
• Dorm - Triple Occupancy	4,500
• Dorm - Double Occupancy	6,750
• Dorm - Single Occupancy	13,500
• Married Student Housing	16,000
6. Food/Cafeteria (minimum per semester)	
• Men	11,000
• Ladies	10,000

Non-Regional Students

Students from countries beyond the regional countries of Southeast Asia previously named pay an international tuition rate. Details are available from the Student Finance Office.

Special Services

Some academic services may or may not be needed by students and are therefore charged on an individual basis as the service is required.

Service Required	Baht
Academic Transcript	100 to 500
Add or Drop a Class Petition (per course)	50
Change of Major (per change)	300
Change of Faculty (per change)	500
Graduation (per graduation)	2,500
Late Registration (per day)	100
Special Examination (per examination)	500
Transfer of Credit (per course)	500
Privately Tutored Courses (3 times the tuition rate)	

Residence Hall and Cafeteria Personalized Charges

Fees listed above for residence rooms and cafeteria service are calculated and charged in advance on a minimum monthly fee basis. If students choose additional services or if their consumption is beyond these monthly minimums, additional charges may apply as follows:

- ◆ Electricity charges are metered on an individual student room basis. Usage exceeding 100 Baht per month is charged to the rooms' occupants.
- ◆ Air-conditioners for student residence rooms may be requested at a charge of 5,000 Baht per semester. The air-conditioners will cause the student to exceed their electricity minimum and result in a monthly electricity charge mentioned in the previous item.
- ◆ The married student housing charge does not include utility charges. Occupants should plan for charges for water and electricity usage.

Refundable Deposits

Certain deposits are required for security purposes. These deposits are refundable six working days after the time a student withdraws from the University and a financial clearance statement has been completed if there are no outstanding damage or loss claims that need to be settled.

Security Deposit Required	Baht
Community – Day Student	2,000
Residence Hall/Apartment	2,000
Transportation Deposit (within SAUM)	10,000
Transportation Deposit (from outside SAUM)	20,000 - 30,000

Financial Arrangements and Terms of Payment

Students are required to obtain financial clearance from the Student Finance Office before or during registration. Without this financial clearance, students are not permitted to attend class.

Payments can be made by way of draft, check, money order, credit card, wire transfer, interbank transfer and cash denominated either in Thai Baht or US dollars. Cash payments are made only at the Cash Receipts window.

Several payment options are available to meet the financial needs of students as follows:

1. Payment of the full-year's account in full during first semester registration (June-July programs excluded). For this a 5% tuition discount is granted. This 5% discount will be calculated on the total tuition for the year net of other tuition scholarships, subsidies or bursaries.
2. Payment of the semester's account in full

upon registration.

3. A payment plan that has been approved by the Student Finance Officer. This payment plan may not extend beyond the end of the semester or a student's planned graduation date. A monthly service charge is assessed when a student requests a payment plan.

Financial Guarantee (Clearance)

Applicants and their parents or guardians as well as the University need to carefully plan financial resources in advance to cover the cost of study undertaken at Asia-Pacific International University.

An offer of admission and the issuing of a letter of acceptance can only be made after the University has received acceptable evidence of the ability of the student to fully meet the financial commitments involved in undertaking the course of study applied for.

Evidence may be required as follows:

- ◆ Submission of a signed letter of sponsorship specifying the amount of sponsorship and including satisfactory evidence of the ability of the sponsor to honor the commitment.
- ◆ A statement of financial ability from the applicant's bank or a parent's or sponsor's bank with documentary evidence provided directly by the bank of a deposit of an amount in five digits (USD currency or an equivalent amount) held in the name of the applicant or the applicant's parent or sponsor's bank with documentary evidence provided directly by the bank.
- ◆ Evidence that bank deposits in the parent or guarantor's name have been held in the bank for a period of more than six months.

- ◆ A statement of the parent's annual income provided by the parent's employer.

Financial Clearance

Financial clearance is required from the Student Finance Office for the following:

1. Registration at the beginning of each semester and inter-semester session.
2. Before a student withdraws from the University.
3. Before a degree, diploma, or transcript is issued.

Before a student leaves Asia-Pacific International University, clearance must be obtained from both the Registrar's Office and the Finance Office. Forms specifically for this purpose are available from the Registrar's Office.

Accounts in Arrears

1. If a continuing student owes any debt to the University from a previous semester, he/she will not be allowed to register until the full debt is repaid or satisfactory arrangements for the repayment of the debt have been made and formal financial clearance has been received from the Student Finance Office.
2. Approximately two weeks before final examinations each semester, students whose accounts are in arrears must meet with the Student Finance Officer or the Vice President for Financial Administration and settle all outstanding debts with the University.
3. Asia-Pacific International University will withhold all transcripts, diplomas, test

scores, letters of completion, status letters and other official records until the student's financial obligations to the University have been met.

4. Graduating students must clear their accounts one week before graduation in order to be eligible to take part in graduation ceremonies.
5. Monthly service charges are charged against accounts in arrears.

Financial Assistance

The following forms of financial assistance are available to students who meet the necessary eligibility criteria:

1. Southeast Asia Union Mission Scholarships. Students from Seventh-day Adventist families who live in the countries of the Southeast Asian Union Mission territory (the countries of Brunei, Cambodia, Laos, Malaysia, Singapore, Thailand and Vietnam) are eligible for a scholarship offered by the Southeast Asia Union Mission of SDA. This scholarship meets approximately 25% of the chargeable expenses. Only full time students are eligible for this scholarship. Other special conditions must be met by students in order to maintain the scholarship on an ongoing basis. Details and application forms are available from your local Mission Office.
2. Thailand Government Educational Assistance Loans may be available for Thai nationals who meet the specified criteria. Details and application forms are available from the Student Finance Office.
3. Scholarship for Families Supporting Two

or More Students at Asia-Pacific International University. For students from the same family attending Asia-Pacific International University, a family scholarship is allowed for tuition only. For a family with two students attending the University at the same time, a discount of 5% of tuition is given to the second student. For a family with three or more students attending at the same time, a scholarship of 10% of tuition is given to the third and subsequent students. In this program, family is defined as parents and biological and, in some cases, adopted children.

4. Scholarships. A limited number of merit based scholarships may be available each year depending on availability of funding from donors.

◆ President's Scholarship for Academic Excellence

Campus Work-Study Program

In line with the Adventist philosophy of education, Asia-Pacific International University provides work opportunities to develop the skills of students and to enable them to help finance their study. Work experience is a valuable and integral part of learning. Work opportunities, however, are limited and in granting work assignments preference will be given to students who need work as part of their financial plan. The amount of work assigned depends on the student's financial need as well as class load and academic performance. In general, Freshmen and Sophomores work on the grounds, cafeteria or plant services.

Refunds

Students withdrawing from one or more courses during the semester may be eligible for refunds according to the following policy.

FINANCIAL INFORMATION

1. 100% of tuition and regular/laboratory fees if withdrawal from one or more courses within two weeks of the commencement of the semester. 75% of tuition and regular/laboratory fees if withdrawing from all courses within two weeks of the commencement of a semester.
2. 50% of tuition and regular/laboratory fees if withdrawal is within four weeks of the commencement of the semester.
3. Unused dormitory and cafeteria fees may be refunded on a pro-rata basis; however, no partial month refunds will be granted.
4. No refund of tuition or fees will be granted for withdrawals that occurs more than four weeks after the commencement of a semester or for withdrawals that are the result of disciplinary action.
5. A signed request form or letter from the student and parent/guardian is required to initiate the procedure for any refunds. Requests must be submitted to the Student Finance Officer.



Academic Policies

UNIVERSITY BULLETIN

The Asia-Pacific International University Academic Bulletin is the primary source of academic information regarding the University and its programs. It describes the academic policies of the University and defines the requirements that must be met for completing a program of studies. A student should become familiar with the Bulletin and clearly understand its policies prior to registration at the University. It is the authoritative source of information for the planning of the student's course of study.

The academic program at Asia-Pacific International University is governed by policies designed to encourage continued intellectual growth. The purpose of these policies is to ensure the high academic standards expected of a high quality education. They help monitor a student's progress and they encourage students towards a serious pursuit of their educational goals.

Asia-Pacific International University reserves the right to change any of its existing policies without prior notice. Academic policies developed and announced during the course of the academic year have the same authority as those described in this Bulletin. This Bulletin supersedes all previous Bulletins and in case of any discrepancy between this and other earlier publications, this Bulletin will be authoritative.

ADMISSION POLICIES

Asia-Pacific International University welcomes applications from, and admits, individuals regardless of race, gender, status or

religious affiliation. A policy of selective admission is followed, however, based on the applicant's former scholastic achievement, character recommendations, and the passing of entrance examinations. Admission to, and continuation at, Asia-Pacific International University is dependent on evidence of good character, intellectual competence, support for the philosophy and mission of the University and an expressed willingness to conform to University regulations.

The Office of the Registrar processes applications to all courses of study. Inquiries and applications should be addressed to:

The Registrar
Asia-Pacific International University
PO Box 4, Muak Lek
Saraburi Province 18180
Thailand

Telephone: (036) 720764, 720758;
International: (66) (36) 720764, 720758
Fax: (036) 720764, 720764;
International: (66) (36) 720764, 720764
E-mail: register@apiu.edu
Web Page: www.apiu.edu
Apply online: www.apiu.edu/apply

APPLICATION PROCEDURE

Applicants must submit the following information before their application can be processed:

- ◆ A fully completed and signed Application Form.

- ◆ A transcript of grades indicating the satisfactory completion of secondary or high school.
- ◆ Certified copies of any external or school leaving examination such as M6, AIUE/SPM, GCE,—‘A’ Level, ‘O’ Level, SMA, or university entrance matriculation examination.
- ◆ Official transcripts from all accredited degree-granting Colleges and universities previously attended.
- ◆ Three recent passport-size photographs.
- ◆ Copies of passport or citizenship documents (overseas applicants) or copies of ID document, registration of domicile and Thai citizenship documents (Thai applicants).
- ◆ A Certificate of English Proficiency (IELTS or TOEFL results).
- ◆ A document of financial guarantee or sponsorship.
- ◆ Payment of non-refundable application and placement test fees (BHT 300, USD 15 for applicants from Asia; USD 20 for non-Asian applicants).

Where transcripts, school certificates and medical certificates are not in English they need to be accompanied by a certified English translation.

The admissions process, wherever possible, normally involves an interview with the applicant in person either on campus or by telephone.

APPLICATION DOCUMENTS

Transcripts and other application documents become the property of the University and cannot be reclaimed. Certified photocopies are acceptable if the applicant wishes to keep the originals. The application documents of those who are denied admission or have been accepted but did not register are destroyed after two years.

ADMISSION CRITERIA

Regular Admission

For academic eligibility for admission to degree courses, applicants are expected to have satisfactorily completed secondary school (ie the accumulation of 12 years of schooling).

Thailand

The academic criteria for admission to degree courses for residents of Thailand are based on the satisfactory completion of secondary school and the achievement of the Matriculation Certificate (M6) from an accredited school with a cumulative grade-point average equivalent of at least 2.00 in a four point system.

Other Countries

Applicants from other countries will have their qualifications assessed by the Admissions Office and will need to provide evidence of successful matriculation from an approved or accredited secondary school. Such evidence would include certificates and transcripts of results obtained in national standardized school examinations or syndicated university entrance examinations. The following specific criteria apply:

1. For applicants from member countries of the British Commonwealth, 5 GCE Ordinary-Level (or equivalent) passes with C

- or Credit grades. One of the passes must be in English even though the medium of instruction may be otherwise. Applicants from Singapore and Malaysia require 5 GCE or SPM pass examinations with credit (scores of 1–6).
2. Applicants from Hong Kong are required to have at least 3 passes with scores in the range of A – C and 2 others with scores of D or E in the HKCEE. The aggregate in the 5 subjects may not exceed 19 in the best 5 subjects.
 3. Applicants from Vietnam, Cambodia, Laos, Bangladesh, India, Pakistan and Sri Lanka must have a 12-year High School Certificate.
 4. Applicants from Indonesia must have passed the SMA or SMEA Certificate with a minimum total of 70 and a minimum average of 6 – 5 per subject (Higher 3).
 5. Applicants whose secondary schooling has been in Chinese school systems in countries such as Malaysia, Hong Kong, Taiwan and the People's Republic of China should have obtained the Senior Middle III (3) Certificate issued by a government sponsored central examination syndicate or equivalent (Dong Jiao Zong). Applicants with school-issued certificates must provide additional evidence of eligibility for university entrance. Applicants from Japan and Korea are evaluated on a similar basis.
 6. Applicants from Myanmar and the Philippines need to submit documentation of a satisfactory pass in the GCSE or equivalent examination.
 7. Applicants from America or countries using the American system of education where English is the primary medium of instruction, should have a Certificate of Graduation from an accredited secondary school with a grade-point average of 2.00 (on a four point scale), or an average score of at least 50 on the GED Examination covering the five areas with no score less than 45 on any section. A GED examination result will not normally be accepted for admission as a substitute for attending and completing year 11 and 12 of high school. Applicants from California with a pass in CHSPE may also be admitted to regular standing.

The submission of standardized or syndicated examination results such as GCSE or GED should be submitted along with evidence of school attendance and the satisfactory completion of the normal required number of years of secondary schooling.

Alternative Admission

Decisions on alternative pathways to admissions are assessed by the Admissions Committee on merit. Alternative pathways to admission may include:

Previous Qualifications

Admission may be obtained by the successful completion of an appropriate Certificate or Diploma from an approved Vocational Studies, Technical University, or specialized school.

Exceptional Cases Admission

International program applicants who are above 25 years of age and who may not meet the normal completion of secondary school criteria prior to the proposed entry may ap-

ply for consideration on merit. Such applicants are required to meet the following criteria:

1. A minimum of 5 years has elapsed since the applicant was enrolled in high school.
2. The applicant has demonstrated 5 years of successful work or professional experience in a field similar/related to the area of intended study.
3. Satisfactory results are obtained in Test of General Education Development (GED), Scholarly Aptitude Test (SAT), University Mature Age Examination, or an equivalent Special Tertiary Admissions Test (STAT).
4. Remedial course work may be required per the results of the above-listed assessment exam.

Applicants who meet all of the above-mentioned criteria may be granted provisional admission by the University Admissions Committee on a case-by-case basis. During a probationary study program, the applicant must be able to show the competence to undertake collegiate level academic work before regular admission is granted.

Pre-University Bridging Studies

Academic admission requirements may be met by the satisfactory completion of a suitable Bridging Studies course or Tertiary Preparation Courses offered by the ESL Department.

Bridging Courses are identified by course codes beginning with 0.

- ◆ Where sufficient numbers of students are registered the courses will be offered as needed.
- ◆ On occasion students will participate in the same regular class sessions as students taking courses for credit but the course expectations and assessment will be different.
- ◆ Modified Course Descriptions will be used for students registered for pre-university.
- ◆ The program of bridging courses will be developed by the student's assigned advisor and will be selected from those courses which will not later be required for the chosen major.
- ◆ Courses taken as bridging studies are not later able to be recorded for University credit. Nor will they be permitted to be used as a basis for challenging an examination for University credit.

Entrance Examinations

Applicants planning to enter the University's Freshman program may be required to take entrance examinations as specified by the faculty of his/her major field. Information regarding required examinations and procedures may be obtained from the Admissions Office.

English Proficiency Requirement

In order for students to successfully benefit from and participate in higher education courses that are offered in English medium, a level of proficiency in the use of the English language is required.

This level of proficiency is considered to be adequate if a student's "mother tongue" is English and/or a student has undertaken their secondary school studies in English medium for not less than four years.

The adequacy of English proficiency may also be determined by the use of standardized international tests OR by internal assessment through the University's own English Language Instruction program.

Students whose proficiency levels are below the required level may be offered conditional admission requiring full-time study in a Pre-Admission English program and will be granted full admission status when their scores reach the required level.

The English proficiency level determined as adequate for successful participation in Asia-Pacific International University's degree programs is as follows:

International English Language Testing System (IELTS):

Minimum average of 5.0 overall with no individual band score below 4.5 and the band score of writing and reading should be at least 5.0.

Michigan Test of English Language Proficiency (MTELP):

Minimum equated score of 82

Test of English as a Foreign Language (TOEFL):

Minimum paper-based total of 500, computer based total of 173

Asia-Pacific International University English Proficiency Certificate III

Minimum passing grade 60%

The following guidelines are used in interpreting standardized test results and in establishing "equivalency" for the commencement of University study. An appropriate level of English proficiency will be considered to have been achieved if a student has:

1. Completed a further half semester or an 8-week Inter-semester session of full-time language study in the ESL program following an IELTS score of 4.5 or a TOEFL score of at least 479 and is recommended by the ESL Director.
2. Successfully passed an internal mid-semester examination or end of semester examination in English administered by the ESL Director that yields a result considered by the ESL Director to be equivalent to the required level.

Students who have achieved an IELTS score above 4.75 and, upon the recommendation of the ESL Director:

1. May be permitted by the Registrar to take an appropriate Inter-semester session 3 credit University level course;
- or**
2. May be permitted to register for up to 9 credit points of appropriate degree level studies in the regular semester, in addition to their continuing with two advanced classes in ESL studies.

Students admitted under such joint enrolment circumstances are informed that the overall length of their study program may possibly extend beyond the regular eight semesters. Confirmation of regular admission status will depend on acceptable attendance in both study programs.

ADMISSION STATUS

Regular Student Status

Applicants are normally admitted as regular students. Regular students have met all admissions criteria and are allowed to pursue their study program at the usual pace and sequence.

Provisional Student

Applicants who do not meet the criteria for regular admission may, in certain circumstances, be admitted provisionally for a limited period of time to furnish evidence of completing the deficiency.

Special Student

An applicant who is permitted to take classes without pursuing a degree program is classified as a Special Student.

Re-admission

A student who has voluntarily withdrawn from the University and stays away for more than four semesters must reapply to regain student status.

A student who has been suspended from the University due to poor academic performance or for any other reason is required to reapply if the suspension period has caused a break in residence of one semester or longer.

Advanced Standing

An applicant wishing to transfer to Asia-Pacific International University from another institution of higher learning must:

1. Meet the general entrance requirements of the University and present their transcripts at the time of application.

2. Make application to the Appeals and Petitions Committee at Asia-Pacific International University for consideration and evaluation of transferable course credits.

International students may be eligible for Advanced Standing credit based on their results on exams such as A- or AS-levels, Central European Diplomas or two- or three-year Certificate, Diploma or Degree Programs (such as AA or AS). Advanced Standing may allow for the student to complete a Bachelor's degree in less than four years.

The number of credits awarded is based on an evaluation of the high school transcript, the advanced level subjects, the grades earned, national examination results or post-secondary certificates, diplomas or degrees received.

The credits awarded will not be recorded on the Asia-Pacific International University transcript until the student has completed at least 15 credit points of study in residence with a GPA of 2.0 or higher.

The following Guidelines will be followed in:

1. A-levels and their equivalents (CSYS, GNVQ, GSVQ, HNC, etc):
 - ◆ Grades C or higher = 10 credits per subject
 - ◆ Passes lower than C = 8 credits per subject
 - ◆ Maximum of 30 credits.

These credits will generally be applied to free electives (3-6 credits depending on the major) and General Education courses as appropriate on the basis of the A-level passes and the student's intended major. In principle the student will still

be required to take a reasonable amount of religion and courses essential for the major.

A – level work in non-academic subjects (eg music) may not be counted for credit or the number of credits will be reduced.

A-level passes with very low grades may not be counted for credit or the number of credits will be reduced.

2. Central European diplomas including (but not limited to) German Abitur, Finnish Matriculation Certificate, Italian Maturita, Icelandic Studentsprof, Federal Swiss Maturity Certificate, Danish Studentereksamen, and French Baccalaureat II or matriculation examinations and their equivalents:

- ◆ High grades = up to 16 credits
- ◆ Low grades = up to 8 credits

These credits may be applied to free electives (3-6 credits depending on the major) and General Education courses. General education credits should be applied to courses that have been an emphasis area in the upper secondary classes (eg mathematics, natural sciences, humanities, languages, etc.) rather than in religion and other areas in which the student has not taken advanced courses.

3. Two- or three-year post-secondary certificate, diploma or degree programs:
 - ◆ Individual courses may be transferred or advanced standing credits may be applied. A mixture of transfer and advanced standing is not permitted.
 - ◆ Maximum of 30 credits (total credits based on total program and grades).

ORIENTATION AND REGISTRATION

New Student Orientation

All new students are expected to be present at the New Student Orientation Program, as scheduled each semester. This program is designed to introduce new students to life at Asia-Pacific International University, to provide entrance and placement tests, to introduce students to their academic advisors, to begin academic counseling, and to initiate registration.

Registration

The academic year at Asia-Pacific International University is divided into two semesters and an Inter-semester session. All students are expected to register on designated dates as scheduled in the academic calendar.

Registration is the formal process of selecting, arranging, and reserving the student's academic schedule for each semester in accordance with procedures prescribed by the Registrar.

An outline of the registration procedures will be available at the time of registration. Registration is official only after all procedures have been completed, all fees paid, and completed forms processed by the Registrar's Office.

Once a student has registered for a class or classes for any semester, he/she is obligated to pay the required tuition and fees for that semester and will receive a grade for each course, unless he/she formally withdraws.

The University reserves the right to cancel the registration of a student who fails to attend classes or who does not make adequate arrangements to pay his/her tuition and fees. Registration cancellation does not eliminate the student's obligation to pay the accrued tuition and fees.

Class Registration

Students are not officially registered for a course until the registration procedure is completed and the instructor has been informed by the Registrar's Office. Students are not permitted to attend courses for which they have not registered.

Registration in the Thai Program does not automatically include the right to enroll in the International Program and vice versa. This is done through an additional registration procedure.

Concurrent Registration Distance Education Courses

Students registered at Asia-Pacific International University who wish to enroll simultaneously or concurrently for courses in another Institution of Higher Education in Thailand or who wish to take courses through Distance Education must first seek permission from the Academic Board prior to enrolment. Applications require the endorsement of the relevant Faculty Dean.

In granting permission for concurrent registration the total study load projected for the student will be considered. Overloads beyond that normally approved at Asia-Pacific International University will not be permitted. Non-credit courses and audit courses are counted at half value. Credits earned through concurrent registration in another institution will not be able to be transferred unless permission has been obtained prior to the registration being undertaken at the neighboring institution.

Audit Registration

Students may audit a course by permission of the Instructor and the Faculty Dean. Audit students are required to abide by the class attendance requirements. If absences exceed 20% of the time, a 'U' grade is automatically

assigned. Students who have taken a course under the audit provision are not permitted to challenge the course by examination later on. Students may change from audit to credit by the end of the first week of the semester.

Changes in Registration

Students are expected to be present for the initial instruction and orientation available in the initial class sessions each semester. Registration for the addition of selected courses to a student's program may be done up to the ninth academic day of the semester (or the fifth class appointment for the course if scheduled during inter-semester) provided that the lecturers believe that such a late entry will not undermine the integrity of the class and that the Dean of Faculty considers that the course can be completed satisfactorily. A fee is charged for each program change and a Change of Program form must be completed. Forms are available from the Registrar's Office.

Students may be permitted to register later than this only under exceptional circumstances. Such students will be required to provide supporting documents (eg hospital reports) and lodge a petition to enter classes with the Academic Appeals and Petitions Committee. If a student is allowed to register, a late registration fee will be charged and the course load will be limited.

TRANSFER OF CREDITS

Transfer applicants should note that:

1. Transfer credits will not be marked on their record until they have completed at least 15 credits with a GPA of 2.00 or higher.
2. The credits earned must be essentially

equivalent in quality and quantity to the courses to be substituted for the program of Asia-Pacific International University. Students must provide the University with a catalogue, bulletin, or course outlines from the institution that they previously attended.

3. Only courses with a grade 'C' or higher can be transferred. Transfer credits are not calculated into the student's Asia-Pacific International University GPA.
4. A transfer student must meet Asia-Pacific International University's residence requirements and complete at least 36 credits at Asia-Pacific International University including a minimum of 12 upper division credits in the major field of study and a minimum of 3 upper division credits in the minor field of study.
5. Asia-Pacific International University does not accept students from other institutions on academic probation or suspension.

Credit by Professional Examinations

Credit for professional examinations passed may be granted by the decision of the Academic Board upon application and the submission of appropriate supporting evidence.

Credit by Challenge Examination

Where students consider they may be eligible for credit for, or exemption from a particular course of study on the basis of academic work done elsewhere or other prior learning but cannot provide acceptable academic documentation, they may request permission for a challenge examination. The regulations governing challenge examinations are as follows:

1. The student shall consult with the Dean of the Faculty and present such evidence as is available to demonstrate that they are appropriately prepared to sit for a challenge examination.
2. When a Dean recommends a challenge examination the student shall submit to the Registrar's office the appropriate application form endorsed by the Dean of faculty with a statement of the basis of the recommendation. Permission to sit a challenge examination is granted after the payment of the published examination fee.
3. Approval is required from the Vice President of Academic Administration (or designee), the Dean of Faculty and the Registrar who shall be satisfied that the application is in order. Following approval the Dean will request the appropriate lecturer or Program Coordinator to prepare the examination paper ensuring that the examination is set and assessed at the same level as a final examination for a regular student in the subject.
4. The following courses are not open to credit by challenge examination:
 - ◆ subjects for which the student has previously been awarded a grade (including 'S' or 'U')
 - ◆ lower level courses in a discipline where a student has already taken advanced level courses
 - ◆ courses previously taken in residence on an "audit" basis.

5. A maximum of 12 credit points towards a Baccalaureate degree may be granted as credit by challenge examination.
6. The student must be currently enrolled and have completed a minimum of 12 credits of regular academic work before the results of challenge examinations will be recorded.
7. A passing grade for a challenge examination shall be a minimum of a C grade as determined by the requirements set out in the regular course outline. Upon the successful completion of a challenge examination, an "S" grade will be issued and only examinations successfully challenged will be recorded on the student's transcript. Challenge examinations may not be repeated.
8. Challenge examinations shall be administered by the Registrar.

Waiver, Substitution, and Reclassification

Students who have taken coursework which parallels a University course may request that one or more of the graduation requirements be waived. However, the student must substitute other courses for those waived so that the total number of credits required is not lessened. Generally, such courses must be in the same area as the courses that are waived. Upon consent from the Academic Board, and recommendation of the Department Chair, some courses may be substituted by others. Interdisciplinary courses may also be reclassified to meet other academic requirements for graduation at the discretion of the Academic Board.

Reciprocity in Transferring General Studies Courses

Transfer students from other Seventh-day Adventist Universities who have met the requirements in one or more of the general studies areas at the University from which they transferred will be considered to have met the general studies requirements in that area at Asia-Pacific International University.

Distance Education Courses

When distance education study is required, Asia-Pacific International University requires it to be taken from an accredited institution.

Credit through distance education courses may not apply toward requirements of a major unless approved by the Faculty Dean and the Academic Board. Correspondence credit may not normally be used to replace a failure or to raise a low grade earned in residence. No correspondence credit will be recorded on the transcript until the student has earned a minimum of 15 semester hours in residence with a grade point average of 2.00 (C) or above.

POLICY ON RECOGNITION OF PRIOR LEARNING

Consistent with the recommendations of the Ministry of Education concerning Transfer Credit and the Recognition of Prior Learning (2002) and the stipulations of the 1999 Education Reform Act, the following policy guidelines will be used in the assessment process for determining transfer credits.

Prior Learning and Advanced Standing

In the assessment of prior learning Asia-Pacific International University will:

1. Offer as much advanced standing as possible on the basis of a student's prior learning from both formal (credentialed programs) and non-formal/continuing education (non-credentialed) experiences subject to the following limits:

- ◆ Advanced standing shall not exceed more than 75% of the total requirement for the degree.

- ◆ Credits granted for advanced standing toward a degree which are derived from the recognition of non-formal (non-credentialed) learning experiences shall not exceed 30% of the total credits granted for advanced standing.

2. Grant credits for prior learning and direct transfer generally only for required courses that are part of Asia-Pacific International University's approved curriculums as recognized by the Ministry of Education. Up to 6 units of transfer credit may be granted for free elective courses not currently offered by the University that otherwise satisfy the University's transfer credit policy criteria.
3. Offer credit for courses considered for direct transfer which equate to not less than 75% of the content covered in similar courses offered by Asia-Pacific International University. Transfer credits (see p 39).
4. Offer credit for general education studies (including religion courses) required by Asia-Pacific International University if the general education courses (including religion courses) have been completed at another Adventist University. Credit for religion classes may also be granted for courses completed through Adventist

continuing education programs.

5. Require that documentary evidence be provided to ensure that the content and standard of the prior learning being assessed is broadly similar to the content of the courses offered by Asia-Pacific International University.

Assessment Procedures

1. When considering requests to grant University credit for work experience or training courses, the evaluation will be made of the knowledge acquired during the educational experience, not simply the experience itself. Applications must specify the particular courses for which credit is being requested. When credits are thus granted the Asia-Pacific International University course code and title shall be used plus a bracketed code that will indicate the nature of the credit awarded, eg ENGL 253 Advanced Composition (CS). The following codes are used:

CS: Credits granted on the basis of documentation presented for standardized tests.

CE: Credits granted on the basis of a challenge examination or non-standardized test under the terms of the University's policy on challenge examinations.

CT: Credits granted on the basis of study or training by an organization that is not a higher education institution

CP: Credits granted on the basis of the

submission of a portfolio documenting non-formal learning.

2. Evaluation of the documentation submitted for the recognition of prior learning shall be assigned to the lecturer or Dean of Faculty responsible for the delivery of the specified course. Recommendations concerning the granting of credit shall be approved by the Dean of the relevant faculty and recorded by Academic Board.
3. Applications for the recognition of prior learning based on the submission of a portfolio must comply with the requirements for portfolio submission set out in the Asia-Pacific International University Student Manual on Portfolio Preparation available from the office of the Vice President for Academic Administration.
4. The fee for evaluation of prior learning documentation shall be 2,000 Baht per course.
5. Once an application has been made and the material lodged with the assigned faculty member, a response will be given within an eight-week time frame. A grade of either satisfactory or unsatisfactory shall be given.
6. Appeals against the decision of the Academic Board must be made within 14 calendar days of the result being given. Appeals shall follow the process outlined in the University Bulletin.
7. Procedures and criteria for the implementation of the policy on Recognition of Prior Learning shall be reviewed on an annual basis by the Academic Board.

Portfolio Assessment

The Asia-Pacific International University policy on portfolio assessment is as follows:

1. Students must have been accepted into a Asia-Pacific International University degree program before an application for credit by portfolio will be accepted.
2. Students must be considered active by registering for and successfully undertaking at least 12 credit points of study at Asia-Pacific International University before transfer credit will be recorded.
3. Students must complete the portfolio and submit it for assessment prior to the end of their second last (pen-ultimate) semester of enrolment at Asia-Pacific International University before graduation.
4. Credit through the portfolio process will be accepted only for courses that appear in the Asia-Pacific International University Bulletin.
5. The Dean of the appropriate faculty or Chair of Department will work with the Vice-President for Academic Administration in appointing a faculty member with expertise in the course to evaluate the portfolio.
6. Academic departments will detail in their Syllabi or Course Outlines, the competencies in which proficiency must be demonstrated for the courses in that department. They will also determine the standards for an acceptable portfolio.
7. Assessors of portfolios may require an

interview with the applicant to verify the knowledge acquired.

8. Students may earn up to 15 credit points toward a baccalaureate degree through portfolio assessment.
9. Portfolio assessments will be graded on a satisfactory/unsatisfactory basis. To earn a grade of satisfactory, the portfolio must be the equivalent of a C or better.

DEFINITION OF ACADEMIC TERMINOLOGY

Academic Year

Typically, the academic year consists of two semesters, each containing 15 weeks of instruction plus additional time for examinations. The academic year commences in August and concludes in May. An inter-semester of eight weeks (including examination time) during June and July affords opportunity for elective study or for professional and practical components.

Course

A module or subject of study defined by its code and title within a particular discipline or specialty.

Program of Studies

A specific pattern of courses leading to a particular award such as the Bachelor of Arts or Bachelor of Science. A typical program of studies comprises required general education courses, a prescribed sequence of specialist or professional courses located within a particular discipline area, and a limited number of electives.

Credit Points

The academic weighting of each course is indicated by the number of credit points awarded to it. In an interdisciplinary institution a rigid definition of a credit point is not possible, but as a general rule it is expected that during a 15 week semester, each credit point will demand of the average student approximately three hours of academic work per week which may include lecture, tutorial, clinical and laboratory appointments, in addition to individual study and research. Laboratory classes may require more hours spent in class than classes which do not require laboratory experience.

One credit hour therefore represents one 50 minute class period per week throughout a semester of 15 weeks, with additional time allowed for examinations.

An academic load of 3 credit points will thus involve the average student in approximately 45 contact hours per semester plus approximately 70–80 hours of academic work outside of lectures or classes.

A formula of 1 credit point per week be used to compute the inter-semester course load and that the maximum credit point load during the 8 week inter-semester should be half the load permitted in the regular semester (or 8 credits for students with a GPA 2.5 or higher). Credits for courses offered before or after the inter-semester, such as intensive courses, internships and practicum can be included above the regular credit hours permitted, but should not normally exceed one credit point per week. Course loads will be reviewed by the registrar (or appointees) and students will need to petition to register for loads that exceed these guidelines.

Major

A cluster or sequence of studies from one discipline area requiring 30 or more credit

points. Usually comprises a minimum of ten 3-credit point courses. Some programs may require more credits for a major. The achievement of a GPA of 2.0 in the major is required for graduation. Some faculties may require a higher major GPA.

Minor

An 18 credit point cluster or sequence of studies from one discipline area. Usually comprises six 3 credit point courses.

Contact Hours

The hours of actual student-teacher face to face interaction requiring attendance for formal learning classroom or laboratory experiences.

Course Levels

Asia-Pacific International University uses the HEGIS system of course numbering. The letter prefix to each course shows the department or subject area and the three digit numbers indicate the class standing and the level of learning. In most cases, the higher the number the more advanced the course.

Courses are structured with first level courses numbered from 100–199; second level courses numbered from 200–299; third level courses numbered from 300–399; fourth level courses numbered from 400–499; and fifth level courses numbered from 500–599.

In broad terms, a first level course is normally taken by Freshmen students and is introductory, attempting to provide the foundation, context, scope, philosophy, skills, techniques and conceptual base suitable to that particular course. Second level courses are generally taken by Sophomores and deepen the conceptual base and student skills and understanding in the discipline. Courses taken at the 300-level allow for a greater degree of individual research by students. At this level, a sound base is provided

for a lifetime of continued growth in understanding of the discipline. The 400-level course intended for Seniors provides opportunity for in-depth research, while the 500-graduate level involves in-depth inquiry, reflective thought and critical analysis, promoting in the student a sense of self-determination.

Remedial courses with a code of 001 – 099 may be required but do not apply to graduation. Courses numbered 300 and above count for upper division courses.

Depending on the discipline and the particular circumstances of the sequence of studies such as the constraints imposed by time-tabling, some 300 or 400 level courses may on occasion be required during second year, or 200 level course required in third or fourth year.

Course Coding

ACCT	Accounting
BIOL	Biology
BUAD	Business Administration
CHEM	Chemistry
CIS	Computer Information Systems
COMM	Communication
CIS	Computer Science
ECON	Economics
EDUC	Education
ENGL	English
ENTR	Entrepreneurship
ENVR	Environmental
FINA	Finance
HIST	History
HLED	Health Education
HMNT	Humanities
JOUR	Journalism
LIBR	Library Science
MATH	Mathematics
MGMT	Management
MKTG	Marketing
MUPF	Music
MUCT	Music
MUHL	Music
MUED	Music
NOND	Non-credit Department

OFAD	Office Administration
PHYS	Physics
PSYC	Psychology
RELB	Theology – Biblical Studies
RELE	Theology – Education Studies
RELG	Theology - Philosophy
RELH	Theology – Historical Studies
RELM	Theology – Church Ministry. Studies
RELP	Theology – Pastoral Studies
RELT	Theology – Systematics
SOCI	Sociology
SPCH	Speech

Uniform Numbering

380, 480 Directed Field Work/Practicum/Field Experience

(3–12 Semester credit hours)

Directed study in a practical setting.

390, 490 Topics (1–4)

Each academic department offers topics courses in specialized or experimental areas on either the lower division or upper division. These courses are conducted through regular class activities and are approved by the Academic Board. Up to four hours credit may be earned in each topics class.

394, 494 Workshops (1–4, 6)

Practical experience in the major in an off-campus setting. Requires permission of major advisor. See individual departments for specific course descriptions.

396, 496 Seminar (1–6)

Discussion, research, special problems, analysis of new trends in the field, and study of the major areas in a discipline. Normally for majors only. A minimum of 45 hours of class work is required for each hour of credit.

397, 497 Independent Study (1–3, 6)

Each academic department may offer directed, independent study in an approved area. The student will be required to read widely on an assigned subject, follow regular re-

search methods, and present a paper and/or project showing competence in the study. Independent study must be approved by the appropriate Faculty Dean, who will assign a faculty advisor for the completion of the study. Special instructional procedures for off-campus independent study are available at the office of the Vice President for Academic Administration. Course 497 is open only to majors and minors. Up to four hours credit may be earned in one semester. The maximum credit allowed is six hours.

498 Capstone Courses

399, 499 Directed Projects/Thesis (2–8)

2XX, 4XX Supplemental Studies (1-4)

(International Program)

2XXX; 4XXX Supplemental Studies (1-4)

(Thai Program)

Previous course work supplemented when portions of a course required in the student's program have been omitted. Ordinarily supplementation will occur only with transfer students or within a program that has undergone a major curriculum change. A study proposal is to be outlined in consultation with the instructor of the course being supplemented and approved by the department and the Deans' council. May not be substituted for existing courses

Student Classification

Students are classified academically at the beginning of each semester. Class standing is determined by the number of hours completed in an approved University program. Students may determine their academic classification according to the following scale:

1. Freshman. Students who have fulfilled University entrance requirements and

have completed less than 33 semester hours of coursework with a minimum GPA of 2.0.

2. Sophomore. Students who have completed a minimum of 33 but less than 66 semester hours of University coursework with a minimum GPA of 2.0.
3. Junior. Students who have completed a minimum of 66 but less than 99 semester hours of University coursework with a minimum GPA of 2.0.
4. Senior. Students who have completed more than 99 credit hours of their undergraduate course work with a minimum GPA of 2.0. Those who have applied for graduation and are within two semesters from completion of their programs may be called Graduating Seniors, eligible for membership in the Graduating Class.

GENERAL ACADEMIC POLICIES

Course Load

Under normal conditions, each student is expected to take 15-16 credits each semester. Foreign students should normally be registered for a full load. Students on a student visa must register for a minimum of 9 credits per semester.

Students are permitted to take in excess of 15 credit points only under specific conditions. University policies stipulate that students with heavy work programs will carry a reduced study load, as will students facing academic difficulties and those who have been placed on academic probation. The course load a student is permitted to take is restricted and is computed as follows:

Student Status	Min Credit Points	Max Credit Points
Regular	9	15
Student with Cumulative GPA of 2.5 – 2.99	9	16
Student with Cumulative GPA of 3.00 – 3.49	9	17
Student with Cumulative GPA above 3.5	9	18
Student Graduating < 12 months		18

During the eight-week inter-semester the academic load is limited to 8 credit points.

The approval of the Dean of Faculty is needed for exceptions to these guidelines. Such approval is granted only if the committee is convinced by the student's previous academic performance that he or she is capable of carrying a heavier class load.

Admission to Upper Division Courses

Students may register for upper division courses only after they have completed ENGL 114 English Composition I and ENGL 115 English Composition II or their equivalents, and have acceptably completed at least 33 semester credit hours of University work.

Students' Governing Bulletin

Students have the right to graduate with the program requirements as published in the Bulletin at the time of their initial enrollment, or with the requirements of any subsequent Bulletin. Students who change their major/minor or who have a break in residence may need to have their program modified.

Revisions to Academic Policy

The Academic Board is the final authority on all academic matters. For all situations not stated in this Bulletin, the Board reserves the right to make the final decision and to generate or update policies from time to time in order to ensure fairness and consistency. De-

cisions made by the Board have the same effect and force as those published here, once the actions are publicly announced.

Petitions

Students requesting any exception to the published policy may petition to the Deans' Council. All requests for such special consideration should be made on official Petition Forms available from the Registrar's Office and must be submitted one week before the Deans' Council meets.

Student Appeals

Students have the right to appeal decisions and actions relating to their program. In cases where the student is unsatisfied with the Committee's action, the student may present his/her petition through the grievance process outlined on p 58.

Sequence of Courses

Students are not permitted to take, repeat, or challenge successfully completed lower courses after further credit has been earned in a more advanced course in the same area. A student on Academic Probation may be required to repeat failed courses or courses receiving a grade of less than 50%.

In order for a class to be offered outside of the normal sequence, there must be at least 15 students who wish to register for the class before it may be offered. When less than 5 students and/or students who are out-of-step with their classmates wish to register for such a special class, the request must be first approved by the Academic Board. The University will normally charge three times the usual rate of tuition for such a class.

Class Withdrawal

Students may withdraw from classes until

the end of the twelfth week of a semester. The final date is listed in the academic calendar. A 'W' is recorded on the student's permanent record and transcripts.

1. To withdraw from an individual course students must complete a *Drop Form*, which is available at the Registrar's Office.
2. To withdraw from all courses a student must complete a *Withdrawal Form*, which is available at the Registrar's Office and must complete the procedure as advised.

Change of Major or Minor

Students who change their majors or minors are expected to meet all major/minor requirements of the current Bulletin. A change in the major or minor may require additional time to complete the program. A *Change of Major or Minor Form* is available from the Registrar's Office for this purpose.

Attendance at Academic Appointments

Asia-Pacific International University as a private institution offering Christian higher education is based on ideals and principles different from those which may apply in public universities. One of the obvious differences and advantages is its very favourable teacher-student ratio and the close and caring relationships between students and staff that are thus made possible. The aim of the University is to encourage a positive learning environment through support of and direct contact with the students. The educational program on both Asia-Pacific International University campuses, thus, intentionally features learning settings involving lectures, classes, workshop and tutorial sessions, and laboratory and clinical activi-

ties to enhance individual learning. The Asia-Pacific International University educational program assumes agreement to certain commitments and duties:

- ◆ Lectures, classes, laboratory and clinical appointments involve commitments. There is not only the commitment of teachers to students, but also students to teachers and of students to their fellow students to contribute together to the achievement of effective learning and experience in a small group environment. Such an environment involves respect for each other and interacting with each other in the creating of the learning community.
- ◆ There is also the duty of stewardship. Parents, friends and church sponsors, as well as the individual student contribute to the provision of educational opportunities and privilege. The duty of stewardship implies a responsibility on the part of the University and of the student to these various sponsors to maximize opportunities, resources and time.

These commitments and duties lead to an expectation of punctual and regular attendance at all (ie 100%) classes, lecture appointments, laboratories and clinical or other work experience placements. A Asia-Pacific International University graduation testamur indicates a certain level of attainment of knowledge and understanding. Students who have had serious absences cannot be considered to have fulfilled the standards implicit in such a testamur. Employers also express interest in the responsibility patterns of potential employees as demonstrated in attendance and punctuality at academic appointments.

As a consequence of the above, atten-

dance records are maintained by lecturers. Arriving more than ten minutes late for an appointment may be counted as an absence or may be accumulated to count as absences. Students are responsible for their attendance.

Individual lecturers define the specific attendance requirements for their classes in the written course syllabus or outline distributed at the beginning of each semester. Individual lecturers are also responsible for the manner in which the attendance expectations are enforced and the degree to which work that has been missed can be made up. Some classes may have more rigorous attendance requirements than others. In such cases each absence may influence the final course grade.

It is the responsibility of students to ensure that they receive the course descriptions and other materials that may be distributed in class. The University is not responsible where students do not receive materials due to their absence from class appointments.

Class Absences

The following procedure will be followed in dealing with unsatisfactory attendance:

- ◆ Students will be warned verbally if possible by the teacher. In any case they will be notified by their lecturer, in writing, when their attendance pattern is putting their study program at risk. A copy of this warning letter will be sent to the Dean of Faculty.

Other measures may include:

- ◆ Students who for any reason (including sickness) are not able to consistently maintain a minimum of 80% attendance for class/lecture/laboratories/clinical appointments will be notified by the Dean of Faculty that they are to show cause in writing as to why they should be

allowed to continue in the course or to be able to sit the final examination. Students will then need to respond by letter of application to the Dean within one week of the date of the issue of the letter of notice showing why they should be permitted to continue the course.

The following additional measures may be implemented to deal with the unsatisfactory attendance as considered appropriate by the Dean in consultation with the lecturer.

- ◆ The requirement of additional make-up work.
- ◆ Notifying a guardian or sponsor concerning a student's unsatisfactory attendance pattern.
- ◆ Imposing a financial charge for rescheduling of assessments or other academic appointments.
- ◆ Requiring a student to withdraw from the subject, whether the date for withdrawal has passed or not.
- ◆ Withdrawal of permission to sit the final examination.
- ◆ The denial of academic credit.
- ◆ Total absences, excused and unexcused, must not exceed 20% or eligibility to sit for the final exam is automatically forfeited. Faculties are requested to remind instructors to warn students in writing when absences/tardies reach 10% and enforce this policy if absences exceed 20%.

Appeals against the decision of the Faculty Dean or the Registrar will be considered by the Academic Board. It is expected that the students would still attend classes during the show cause period and the appeal process.

PRIVATELY TUTORED COURSES

Courses listed in the University Bulletin may be privately tutored in exceptional circumstances. Such tutorials may be allowed as a last resort to resolve conflicts of scheduling, to meet graduation requirements, to stay on track when the University cancels scheduled classes, or when a student needs to repeat a class. Students are required to pay 3 times the applicable tuition rate for privately tutored courses.

INDEPENDENT STUDY AND RESEARCH

Independent Study and Research

Reading and Research courses are studies taken on an individual, independent basis under the supervision of an assigned faculty member to supplement and extend regular course offerings. Such studies are intended to facilitate exploration and in-depth study of topics or themes that extend a student's knowledge. Topics selected may be similar to courses already offered by the University but would normally involve new areas of study or interdisciplinary topics.

1. Independent studies can only be taken at the 300 and 400 level. Assessment for such courses would normally require substantial written papers, reports and/or records of experimental processes and data collection. In consultation with the student, the assigned lecturer will prepare a course outline specifying the learning activities and the assessment criteria and standards. Course outlines require the prior approval of the Vice President for Academic Administration. Regularly scheduled consultations between the lecturer and the student are a required part of independent studies. A minimum of

- 45 clock hours of meaningful and purposeful work is required for each credit hour.
2. With the prior approval of the relevant Dean of Faculty and the Registrar, students may accumulate no more than 6 credit points of academic credit taken as guided readings or independent study/research.
 3. Independent study courses are not normally intended to replace courses included in the major or minor of the concentration but may be used to fill elective options.
 4. Independent study courses may not be used either to redeem a failed subject or to improve a grade for a subject taken in residence at Asia-Pacific International University.
 5. With the agreement of the Dean of Faculty and the Registrar, approval may be granted for students to undertake independent study courses where there is an unavoidable clash in timetable that prevents a student from taking the class in the normal residence setting.
 6. Regular tuition fees are charged for courses taken as independent study.
 7. Where there are more than four students desiring to take independent study in a course, a class shall be scheduled to meet their needs.
 8. Under unusual circumstances, requests to undertake independent studies which fall outside these regulations may be considered. In such cases approval of the Academic Board will be required.
 9. Independent study credits are given codes that locate the study within a particular discipline area, for example, ENGL 497 Independent Study.

POLICIES AND PRACTICE REGARDING ACADEMIC EVALUATION

Examination Policy

Asia-Pacific International University takes seriously its responsibility to conduct examinations in a manner to ensure that academic integrity is maintained. It is the practice of the University to conduct examinations in a centralized location under the direction of the Examinations Officer. Failure of students to comply with examination procedures will result in a failing grade. The responsibilities and roles of students and Asia-Pacific International University are outlined below.

Examination Roles and Responsibilities

Students have a responsibility to:

- ◆ be present at the scheduled time. Students should not make any travel bookings during the published examination period or arrange events that are incompatible with attendance during examinations;
- ◆ come to the examination hall neatly attired, wearing the regular University uniform.
- ◆ bring writing tools as directed by the lecturer;
- ◆ bring their ID card and place it on the desk in front of them during the examination;

- ◆ write their ID number and/or name clearly on the examination paper and/or examination booklet;
- ◆ follow directions provided by the lecturer for the course, the invigilators and/or other persons in authority;
- ◆ refrain from communicating with other persons in the examination room other than the examination supervisor;
- ◆ refrain from bringing unauthorised materials into the examination room. (The lecturer must secure approval of the Registrar prior to the examination for any exception which would authorize the use of additional materials such as a dictionary.)
- ◆ turn off mobile phones and other electronic devices (approved calculators excepted) and leave them in bags in the place designated by the examination supervisor;
- ◆ remain in their seats during examinations; request permission from the supervisor before leaving their seats, and remain in their seats until all examination papers have been collected.

Asia-Pacific International University has a responsibility to ensure that examinations are conducted in an environment free from cheating, plagiarism or any other attempts to circumvent assessment requirements. In fulfilling this requirement Asia-Pacific International University will:

- ◆ provide invigilators for examinations;
- ◆ take action where candidates have unauthorised materials in their possession. Cheating in any form during a final ex-

amination will normally result in a failing grade being recorded for the course in question and may result in exclusion from the program of study. Invigilators have a responsibility to refer suspected instances of cheating in examinations to the Examinations Officer (Archarn Jittapa) and these reports will be referred to the Faculty Examination Board;

- ◆ allow students with a disability (permanent or temporary) likely to impede speed of performance in examinations, to apply for modifications to the examination conditions. When students register their disability with the Examinations Officer they are to provide documentation of their disability duly signed by a registered practitioner, and provide a list of the accommodations required. Asia-Pacific International University will make any necessary modifications to the examination conditions.

Examinations

Final examination schedules are posted mid-way during the semester. Students must take the examinations as scheduled. In case of more than two examinations in one day, the student may petition the Academic Board for a reschedule of his/her examinations. Travel bookings should not be made by students until after the publication of the final examination schedule by the Registrar's office. Instructors are not permitted to arrange on a private basis, any special out-of-schedule examinations to accommodate travel for any class.

Deferred Examinations

Students who, by reason of extenuating medical circumstances such as sickness or accident, are unfit to sit a scheduled final ex-

amination or to make adequate preparation may apply to the Registrar for a deferred examination. Applications will be considered according to the following criteria

1. Application must be made on the prescribed form countersigned by a medical practitioner or with a doctor's certificate attached (where illness is the ground for the application), or by a Residence Hall Director or Vice President for Student Administration in other cases. The application form must be submitted to the Registrar as soon as it can be completed. (The expectation is that this will normally be completed within 24 hours of the scheduling of the examination.)
2. Following consultation with the lecturer concerned and approval of the application, arrangements will be made with the lecturer for a re-scheduled examination.
3. Where sudden illness, accident or other serious misadventure occurs during the examination which prevents the student from continuing with the examination, it is the duty of the student to bring such problems immediately to the attention of the chief examination supervisor who shall report to the Registrar. If an application for a deferred examination arises from such a situation, it should be lodged as soon as is reasonably possible with the Academic Office, and is to be supported by relevant documentation.
4. Students who misread the examination timetable will not be granted permission to sit a deferred examination.
5. A fee will be charged for a deferred examination.

Academic Honesty

Asia-Pacific International University's philosophy and statement of objectives asserts that it is an educational aim of the University to develop skilled graduates who act according to ethical principles and with integrity in their personal and professional lives. In preparing students to meet this aim, Asia-Pacific International University expects students to act with integrity in the performance of their academic work while students at University. Asia-Pacific International University assists students in this respect by informing them how to act with integrity and discouraging all forms of academic dishonesty. Academic dishonesty may take several forms and these forms include, but are not limited to, plagiarism, cheating in examinations, falsification of data, and incorrectly ascribing authorship in group projects.

Procedure for Dealing with Cheating

If a lecturer/invigilator observes or suspects a student is cheating in an examination or class test the lecturer will normally:

1. discuss the matter with the student to establish the facts and secure the evidence.
2. confer with the Dean of Faculty and, if necessary, other colleagues, to determine the appropriate penalty
3. if necessary report the incident to the Faculty examination board (following consultation with the Dean)

The Dean shall be responsible to:

1. check the student's Academic Office file for any previous cheating or other offences of academic dishonesty.

2. report all instances of serious cheating to the Deans' Council and place a record in the student's academic file of the date, the course involved, the nature and extent of the dishonesty, and the action taken.

In nursing courses taught on the Bangkok campus instances of serious cheating or plagiarism shall be dealt with by the Faculty of Nursing Disciplinary Committee. The Dean of Faculty shall ensure that a record is placed in the student's academic file of the date, the course involved, the nature and extent of the dishonesty, and the action taken.

Procedure for Dealing with Plagiarism

Plagiarism is the use of someone else's ideas or words as if they were your own. It is one form of academic dishonesty, and students are expected to avoid plagiarism by doing their own work when independent work is required; acknowledging all sources of information and ideas; and acknowledging all group members when group assignments are required. Students should attach a cover sheet to all assignments that includes the following declaration:

"I certify that this assignment is my own work and is free from plagiarism. I understand that the assignment may be checked for plagiarism by electronic or other means. The assignment has not previously been submitted for assessment in any other course or institution. I have read and understood Asia-Pacific International University's academic integrity policy."

Signed _____

Date _____

Further, students should refrain from copy-

ing another student's work; producing an assignment in conjunction with another person when independent work is required; lending an assignment to another student(s); copying or quoting from another source without acknowledging that source and appropriately identifying all quoted material; and paraphrasing another person's work closely, with minor changes, but with the essential meaning, form and/or progression of ideas maintained, without acknowledging the source of the paraphrase. (Extensive paraphrasing, even when acknowledged, is not advisable.)

If a lecturer suspects plagiarism the lecturer will normally:

1. discuss the matter with the student and if plagiarism is established;
2. confer with the Dean of Faculty and, if necessary, other colleagues, to determine the appropriate penalty. As part of this process the Dean shall check the student's Academic Office file for any previous plagiarism offences.
3. if necessary report the incident to the Faculty examination board (following consultation with the Dean).

The Dean of Faculty shall report all instances of serious cheating to the Deans' Council and place a record in the student's academic file of the date, the course involved, the nature and extent of the dishonesty, and the action taken.

Penalties for Academic Dishonesty

Since Asia-Pacific International University's philosophy is educative, first instances of cheating or plagiarism, if minor, will bring a warning and penalties ranging from the awarding of a fail grade for the test, deduction of marks or requiring the resubmission of an assignment. Students in their second or

later semesters will be penalised more heavily than beginning students. Illustrative penalties are:

- ◆ First offence: penalties range from the issuing of a fail grade for the specific test or examination, or substantial deduction of marks to zero marks for an assignment.
- ◆ Second offence (counting all courses taken at Asia-Pacific International University): fail grade for the course.
- ◆ Third offence (counting all courses taken at Asia-Pacific International University): the student may be discontinued from further study at Asia-Pacific International University.

All instances of serious cheating or plagiarism will be recorded and the documentation placed in the student's academic file.

Grading System

The following standardized grading system is used for all courses and by all lecturers at Asia-Pacific International University.

Regular Grades	Percentage	Grade Points	Definition
A	90 – 100	4.00	Excellent
A-	85 – 89	3.67	Almost Excellent
B+	80 – 84	3.33	Very Good
B	75 – 79	3.00	Good
B-	70 – 74	2.67	Fairly Good
C+	65 – 69	2.33	Fair
C	60 – 64	2.00	Satisfactory
C-	55 – 59	1.67	Minimally Satisfactory
D	50 – 54	1.00	Poor
F	0 – 49	0.00	Failure: Unsatisfactory

Special Grades

AU	Audit
S	Satisfactory: Passing
U	Unsatisfactory: No credit
W	Withdrew from class before 12 th week of semester
I	Incomplete: Work not completed
DG	Deferred Grade: Course completed within 2 semesters
FS	Fail with option of supplementary

To withdraw from all courses a student must complete a *Withdrawal Form*, which is available at the Registrar's Office and must complete the procedure as advised.

Should a student need to request an "I" grade they should obtain the appropriate application form from the Registrar's Office and complete the form with the lecturer concerned. (See policy statement below.)

Grade Distribution

Whereas the distribution of a set of scores gained from marking a range of student scripts and test papers is a relative measure of quality rather than an absolute measure, there are situations in which it is appropriate to rescale scores in order to approach a level of parity across a range of courses within the institution.

Where class sizes (normally above 20) make the exercise appropriate, or where a course is taught to several class groups in a semester by the same or different lecturers, scores may be standardized by using t-scores or by scaling to ensure that a grade distribution does not advantage or disadvantage one student group over another. Examination Boards may require scores to be standardized where grade distributions from raw scores are skewed.

S/U Grades

Grades of Satisfactory and Unsatisfactory are used for certain approved general education

or practicum courses or for transfer credits. S/U grades are not calculated in the GPA and may only be assigned to designated courses in which it has been determined that letter grades are inappropriate.

Minimum Passing Grade

“C-” is the minimum passing grade for both major and minor courses. It should be noted, however, that a GPA of 2.0 in the courses comprising the major is required for graduation.

Incomplete Grade (I)

An “Incomplete” (I) grade indicates that the student’s work is incomplete because of illness or unavoidable circumstances. An “I” is given only if the student has already completed the major requirements of the course. An incomplete can not be given if the student’s failure to complete work was due to neglect or poor performance.

Should a student need to request an “I” grade they should obtain the appropriate application form from the Registrar’s Office and complete the form with the lecturer concerned. The form will constitute a written contract between the teacher and the student, specifying the work to be done to remove the incomplete, the time by which all requirements must be completed and the grade to be awarded if the course requirements named in the contract are not met. The maximum time normally permitted for completion is the end of the following regular semester. The written contract between the student and the teacher must be approved and minuted by the relevant Internal Examination Board and a copy filed with the Registrar in the student’s personal file. The work must be completed and the grade removed by the date indicated on the contract.

Failure to meet the contract deadline will result in automatic recording of the grade specified in the contract. Extraordinary appeals should be directed to the Vice President for Academic Administration.

Deferred Grade (DG)

A “DG” grade indicates that the coursework is in progress because it covers more than one semester and will be completed within a contracted time limit which is normally two semesters, or as otherwise approved by the Vice President for Academic Administration. The drop date for courses with a DG grade option shall be extended to the second semester drop date and if by that time a DG has been previously recorded the DG will be changed to a W. If the work is not completed within the contracted time limit the DG will revert to an F.

Grade-Point Average

The grade-point average (GPA) is the ratio of the number of points gained to the number of credit hours attempted. The GPA is counted for each semester as well as cumulatively for all of the student’s courses of study.

Change of Grade and Appeals for Reassessment

Grounds are deemed to exist for an appeal against a grade awarded where one or more of the following conditions apply:

1. There is reason to believe that a clerical or other recording error may have occurred;
2. There is reason to believe an injustice exists due to some inadequacy in the validity or the reliability of the assessment.

An appeal against a grade may only be lodged after the official release of grades by the Academic Office. An appeal will be recognized if lodged by the second Friday of the next regular semester following that in which the grade in question was awarded unless exceptional circumstances are established.

To lodge an appeal under (1) above, the student should contact the lecturer responsible for the course to ascertain whether the grade as notified agrees with his/her records. Any clerical error will be rectified after being reviewed by the Faculty Dean and the Registrar.

To lodge an appeal under (2) above, the student should make application to the Registrar in writing together with the prescribed fee. An appeal may result in a grade being retained, raised or lowered. The fee will be refunded if the decision raises the grade.

A Review Committee consisting of the Vice President for Academic Administration, two members nominated by the Vice President, and a member of the relevant faculty, will evaluate the application and make a determination.

In any dispute relating to instructions which have been given to students on assessment procedures within a course, the written guidelines which lecturers have provided to students will be taken as definitive.

Supplementary Assessments

Supplementary assessments are possible on a restricted basis and are administered as follows:

1. Where a student has failed a course because some of the specified objectives have not been met or an essential assessment component for the course has not met the minimum passing requirement

but the aggregate (overall) score for the other assessments is equal to or greater than passing, or where a student has a final mark that falls within 5 marks of a passing mark the student may be granted a supplementary assessment (FS = failed but granted a supplementary). The nature of the supplementary work required shall be determined by the Faculty Examining Board in consultation with the course lecturer according to discipline specific guidelines. A supplementary will be recommended only if the examiner is persuaded that the objectives of the course can be achieved.

Course Outlines provided to students need to indicate clearly which assessment components are essential to the completion of the course and what minimum passing level is required for these essential components.

Supplementary assessments may involve such things as additional, non-directed personal study involving a report of some kind, repeated or new written assignments, re-examination or such other work as the examining Board may approve.

Each Faculty Examination Board Chair will submit recommendations for supplementary assessments to the Chair of Deans' Council for review in order to determine that the conditions specified in item 2 below are met. If the student is eligible for supplementary assessment, the Chair will then make a recommendation to the Registrar and students eligible for Supplementary Assessment will be notified. If a case is not clear, then the Chair will convene the committee before making a recommendation to the Registrar.

2. The following conditions apply to Supplementary Assessments:

- ◆ They shall normally be taken during the holiday periods between semesters.
- ◆ They shall normally be granted in only one course in a given semester.
- ◆ They will not be offered if more than 6 credit points of work have been failed in the semester.
- ◆ They will normally be granted only 3 times in the first 2 years of a study program and 2 times during the last 2 years of a four-year program. Exceptions to these limits require the approval of Academic Board.

3. Upon successful completion of a supplementary assessment and upon the payment of the supplementary assessment fee (approximately one third of the normal fee for the course) the FS grade shall be changed to the minimum passing grade of D.

4. Should the supplementary assessment not be completed satisfactorily, the FS grade will be changed to an F.

Repeating Courses

If a student fails or earns a low grade in a course, the course may be repeated. All courses attempted remain on the permanent record, but only the higher grade will be used in computing the student's GPA. Some professional schools may use all grades to compute the student's grade point average.

Withdrawal from a Course

Students who terminate their studies before

the end of the semester must complete appropriate withdrawal procedures at the Registrar's Office. After the first two weeks of the semester, a 'W' will be recorded on the student's transcript and will not affect the GPA. Students who discontinue classes but fail to complete the withdrawal procedure before the end of the twelfth week of the semester will receive an 'F' or another justified grade on their transcript.

Academic Warning

A student whose cumulative grade point average is 2.00 or higher, but whose semester average is below 2.00, will receive a warning letter from the Vice President for Academic Administration. A copy of the letter will be sent to the student's academic advisor to ensure appropriate advice for the coming term.

Academic Probation

When a student's cumulative grade point average falls below 2.00, the student is automatically placed on academic probation. The student's advisor and parents/guardian will be informed of this status in writing. A student under academic probation will only be permitted to enroll for up to 12 semester credits. Students are advised to repeat courses with a grade less than C and finish up incomplete work before continuing with advanced coursework.

Students on probation are encouraged to reduce extracurricular activities, and they are expected to attend all classes. Such students are not permitted to hold important offices in the student association or professional clubs (Student Council president, Social leader, or professional club President). If an office holder is placed under probation he/she is required to resign from his/her position.

If a student's cumulative grade point av-

erage drops below 1.75, additional conditions may be imposed.

Learning Center

The Learning Center is a place assigned to better assist all students academically, especially those who have received an academic warning or are on academic probation.

Learning Center Regulations

1. Location:

Third floor of library, along curved wall on building's west side.

2. Times of Operation:

- ◆ All times that the library is open. Student assistants will be on duty from 13.00 to 17.00 and 19.30 to 21.30 except during semester breaks and vacations.

3. Supervision of Learning Center:

- ◆ Library staff during the day, faculty/academic staff during evenings, duty no more than 1 evening/month.
- ◆ Student Assistants: upper-division students who have done well academically, typically 3 to 5 on duty at a time, with expertise in English, business, general education religion, and science during afternoons and evenings; expertise in other subjects available about half time.

4. Attendance:

- ◆ All students are welcome to attend

the Learning Center to receive help with homework and assignments. Weekly attendance is required for probationary and provisional students (1 hour/week/credit unit) and students on academic warning (0.5 hour/week/credit unit) during regular semesters. For courses taken during the inter-semester, the learning center attendance requirements (hours/week) are doubled.

- ◆ As with classroom attendance requirements, student Learning Center absences are not to exceed 20%. The absence allowance includes sickness, field trips, and any other excused or unexcused absences.
 - ◆ Monitoring of mandatory attendance: responsibility of academic advisors, through use of attendance time sheets that are inspected by advisors every two weeks (every other Friday).
5. Penalty for insufficient attendance after 2 weeks: missed hours must be made up within the next 2 weeks, with 20% extra time added on.
- ◆ For example, a student taking 12 credits must attend 12 hours per week, or 24 hours for 2 weeks; if actual attendance was only 15 hours, then an additional 6 hours $[24 - 4 \text{ (allowable absence)} = 20 - 15 = 5 \text{ hours} + 1 \text{ hour (20\%)} = 6 \text{ hours}]$ would be required.
 - ◆ For delinquent attendance requirements not met within 4 weeks, a student would be required to drop one course, to be negotiated with the academic advisor.

- ◆ An academic advisor may ask the Deans' Council to endorse the drop requirement as an Appeals and Petitions item or through an e-vote. An Academic Affairs staff member may be asked to attend a meeting with a student to help implement the drop requirement.

Academic Dismissal

All students on academic probation will have their progress reviewed by the Vice President for Academic Administration and the Academic Board. After two consecutive semesters on academic probation, and upon review of the student's overall academic progress and written reports from the advisors, a decision will be made by the Academic Board regarding the student's enrollment status. The student will be notified in writing about the decision of the Board, along with his or her rights of appeals.

Students who remain on academic probation for more than two consecutive semesters (cumulative Grade Point Average below 2.0) normally will be asked to withdraw from the University.

A student may reapply for admission after one semester. The Admissions Committee will review the application and seek recommendations from the Academic Board. Convincing evidence, which demonstrates the student's commitment and potential for academic success will be required for reinstatement.

Student Academic Grievance Policy

When a student believes their academic rights have been infringed or they have been treated unjustly with respect to their academic program they may seek a resolution of their concern. The student is entitled to a fair and impartial consideration of their case and

the University has adopted procedures to ensure this. The student should take the following steps to seek a solution;

In disputes over course requirements or instructions given to students on assessment procedures within a course, the written guidelines which lecturers provide to the students will be taken as definitive.

1. **Step One.** The problem shall first be discussed with the lecturer concerned or with their academic advisor (or class coordinator) in an informal consultation or conference. If a matter is raised with the advisor (or class coordinator) it is expected that the advisor will take up the matter with the teacher concerned.

- ◆ If appropriate a student may request a friend to undertake this consultation on their behalf. This conference must be undertaken immediately after the occurrence of the problem and no later than one month afterwards.

- ◆ If a written statement of the problem is submitted by the student at this first step, then a written reply setting out any advice given will be provided by the teacher or academic advisor within three days.

2. **Step Two.** If the student is dissatisfied with the outcome of Step 1 then the matter should next be discussed with the Program Coordinator or the Faculty Dean.

- ◆ If a written statement of the problem was lodged with the teacher at step one, a copy of this statement and any response from the lecturer or advisor needs to be shared with the Coordinator or the Faculty Dean.

- ◆ If a written report is submitted by the student, the Coordinator or Faculty Dean shall reply within 15 days.
- 3. **Step Three.** If the student is dissatisfied with the outcome of Step 2 then the student may appeal within 15 days to the Vice President for Academic Administration for a resolution of the problem.
- ◆ The student may request for the matter to be reviewed by a Grievance Committee comprising three faculty members and the Vice President for Academic Administration, which shall evaluate the grievance and report on the matter to the student within 15 days. The decision of this committee shall be final. The committee shall be comprised of one member chosen by the student, the Dean or their nominee and one faculty member chosen by the Vice President of Academic Administration. The Vice President for Academic Administration shall serve as the Chair. The result of this review shall be given in writing to the student and shall be included in the permanent academic record.

Academic Excellence

The following academic recognition will be awarded to students who during the progress of their studies excel in their academic work at Asia-Pacific International University.

1. **President's List.** Students who complete a semester of study with a minimum of 12 semester hours, excluding S credits and Incomplete grades, and attain a grade-point average of 3.75 and above will be acknowledged on the President's

List.

2. **Dean's List.** Students who complete a semester of study with a minimum of 12 semester hours, excluding S credits and Incomplete grades, and attain a grade point average between 3.50 - 3.74, will be acknowledged on the Dean's List.

GRADUATION REQUIREMENTS

Graduation

Commencement exercises are held annually in May. Students are invited to participate in the annual exercises but may be granted exemption by permission from the University President. All graduating students, whether participating or in absentia, are required to pay a graduation fee of 2,500 Baht.

Residence Requirements

To establish residence, the student must take classes for a continuous period of two semesters with a minimum of 33 semester credit hours and must complete a minimum of 12 upper division semester credits in the major field of study. An absence of four or more consecutive semesters will constitute a break in residence. Students with a break in residence exceeding seven years may be required to validate certain courses before they can be eligible for meeting course requirements. Students will be expected to take their final two semesters in residence.

Student Responsibility

The responsibility for meeting graduation requirements rests upon the student. Students are expected to be aware of the various requirements as published in the Bulletin under which they plan to graduate. Students should acquaint themselves with the requirements of this Bulletin and, beginning

with the freshman year, plan their University program to meet these requirements.

The Department Chair and the Dean of Faculty are available to assist students in planning University coursework. Students are expected to be informed concerning the regulations governing academic matters as found in this Bulletin or as published or announced publicly.

Freshman Courses During the Senior Year

Unless the circumstances are exceptional no senior may be enrolled in first year (101–199) courses.

Graduation with Honors

Students in a four-year course of study with the appropriate GPA, both overall and for credits earned, will be awarded the following honors distinction at graduation:

3.50–3.74	cum laude (with distinction)
3.75–3.89	magna cum laude (with great distinction)
3.90–4.00	summa cum laude (with highest distinction)

To qualify for any honors category the Asia-Pacific International University cumulative grade point average must satisfy the requirement for honors. If a student has any transfer credit, then the total cumulative grade point average, including all transfer credits, must also satisfy the requirement for honors.

Advanced standing credits are not computed in the grade point average.

This honors system applies only to undergraduate programs (both International and Thai).

Transcripts

A student will be allowed one free transcript of his University record according to the conditions below. All additional transcripts may be obtained from the Registrar's Office

upon request and payment of a fee of 200 Baht. This fee is payable before issuance.

1. All requests for transcripts must be made on the official *Transcript Request Form* and must be signed by the student.
2. All school fees and other financial obligations must be cleared.
3. Normally official transcripts requested for submission to other institutions are mailed by the Registrar's Office directly to the other academic institution named by the student.

Graduation Requirements for Bachelor's Degrees

In order to graduate from Asia-Pacific International University with a bachelor's degree, the student must:

1. fulfill the entrance requirements listed under "Admission Criteria and Requirements" in the Bulletin.
2. complete all graduation requirements as specified by the student's degree requirements. These requirements are listed in the Candidate's Graduation Outline as agreed between Asia-Pacific International University and the student.
3. earn no credit below 'C-' in the major, in cognates or minor requirements.
4. complete at least 33 credits required for the degree program in residence at Asia-Pacific International University. At least one-third of these courses must be upper division major requirements or cognates (with approval of the Dean of the Faculty).
5. complete a minimum of 24 credits in residence immediately preceding graduation.

6. pass a comprehensive written and/or oral examination in the area of the major core and concentration, if required by the faculty.
7. secure a minimum cumulative GPA of 2.00, with a cumulative GPA of at least 2.00 specifically in the major requirements. Some faculties may require a higher GPA in the major studies if it is necessary to meet professional body requirements.
8. be admitted to the graduating class by recommendation of the Academic Board and Asia-Pacific International University Faculty Meeting, and gain the approval of the Board of Management and University Council.
9. complete a program of study within a period of eight years.

The Academic Board may modify, delete, or add to the provisions in this Bulletin, and it is therefore important that students work closely with their advisors or department chairs. Academic information is also available from the Vice President for Academic Administration's office.



General Education

Philosophy of General Education

The Asia-Pacific International University academic community believes that in a world of many cultures, such as the world of the twenty-first century, where knowledge is rapidly expanding, the truly educated person must be equipped to continue learning throughout life. Effective higher education must therefore provide the student with a broad encounter with perspectives and disciplines beyond the student's chosen specialized field of study. It must also develop in the student the skills of reflective, analytical thinking. Asia-Pacific International University seeks to prepare graduates who possess ethical values, appreciate culture and the arts, have broad interests and abilities and analytical thinking skills which enable them to contribute in leadership and service in their homes and communities.

Rather than being just a sequence of specified studies, the general education curriculum is designed to transmit a distinctive common heritage and develop the student in spirit, values and social abilities.

Through the diversity of their studies in the general education curriculum students will be able to:

- ◆ develop an integrated understanding of the various roles of the arts and culture, religion and faith, and science and technology in the establishment and development of society.
- ◆ encounter a Christian world-view of knowledge that will give the opportunity to develop an understanding of God and the value of scripture as resources for giving meaning to life and personal spiritual growth and development.
- ◆ have a basis for understanding the complexities of human behavior and relationships.
- ◆ gain exposure to various cultures and explore the world of artistic and literary expression.
- ◆ develop skills for reflection, analysis, criticism, synthesis and an openness of mind for philosophical reflection.
- ◆ develop problem solving skills and an appreciation for the utility of mathematics.
- ◆ articulate an argument or point of view to communicate it effectively in writing and speaking.
- ◆ appreciate the value of collaborative endeavor and develop skills of team work.
- ◆ develop attitudes of stewardship and ethical responsibility toward humanity and the environment.

General Education Supervision:

Program Coordinator (International):

Joy C Kurian BA, MA, MSW, PhD, DSc

Program Coordinator (Thai):

Sajjaporn Sankhan BBA

General Education courses are taught by teaching staff from every faculty. Responsibility for the content of the General Education courses resides with the Dean of the relevant faculty where the course is located. The relevant Faculty Examination Board is responsible for examination moderation and the regular review of the course content. Coordination and scheduling of the General Education courses is coordinated by the General Education Program Coordinator who liaises closely with Deans of Faculty.

General Education Courses:

(40 credit points)

The General Education curriculum consists of the following:

1. Four integrated "Quest" courses exploring the conundrum of human nature and existence which draw together themes from the different disciplines in the humanities, social sciences, religion and the natural sciences in the quest for understanding and meaning. These courses are taught by teams of instructors from every faculty of the University.
2. Courses with language and speech skill components.
3. A sequence of social science courses with components from psychology/ sociology, family life studies, and ethics/ religion.
4. A selection of humanities courses with at least one course from Thai culture/ world civilization, literature/ history/ fine arts, and Adventist philosophy of life.
5. A component of science courses with separate requirements for science and non-science majors.
6. A sequence of University orientation, Li-

brary, and learning skills modules required as part of a year-long orientation program.

Integrated Courses:

(12 credit points)

HMNT 130 The Human Quest I: The Quest for Roots (3)
 HMNT 131 The Human Quest II: The Search for Self (3)
 HMNT 230 The Human Quest III: The Individual and Society (3)
 HMNT 231 The Human Quest IV: Questions of Human Destiny (3)

Language Study:

(8 credit points)

ENGL 114 English Composition I (3)
 ENGL 115 English Composition II (3)
 SPCH 204 Fundamentals of Speech and Communication (2)

Social Science & Values:

(7 credit points)

PSYC 104 General Psychology (3) *or*
 SOCI 205 The Family of Man (3)
 SOCI 204 Marriage and Family (2) *or*
 SOCI 214 Home and Life Values (2)
 RELB 104 Ethical Models (2) *or*
 RELT 210 History of Religious Traditions (2)

Humanities:

(7 credit points)

HMNT 210 Appreciation of the Fine Arts (2) *or*
 HMNT 234 Literature and Civilization (2)
 HIST 214 History of Civilization (3) *or*
 HMNT 256 Thai Language and Culture (3)
 RELB 120 Introduction to Sacred Literature (2) *or*
 RELG 120 Introduction to Christian Philosophy (2)

Science & Mathematics:

(6 credit points)

Non-Science Majors :

BIOL 110 Principles of Biology (3)
 BUAD 110 Business and Consumer Math (3) *or*
 MATH 120 Survey of Mathematics (3) *or*
 MATH 140 Precalculus (3)

Science Majors :

ENVR 305 Environmental Conservation (3)
 HLED 118 Health and Wellness (3)

Orientation to Higher Education:

NOND 044 Orientation to Higher Education (0)

IT & Keyboarding Competency

All new applicants for degree courses are required to demonstrate a working knowledge of practical computing. The University offers, as part of the Orientation to Higher Education Courses basic computer training to assist students in achieving this requirement.

The requirement may be met by:

1. Providing Proof of Competency—Students may provide a certificate detailing typing speed and accuracy as well as proof that the required word processing elements have been met, or
2. Passing a Challenge Test—This is to be taken during the FIRST TWO WEEKS of the semester.

The student must pass a five-minute speed test with at least 20 wpm and must demonstrate proficiency in the following:

- ◆ Text entry and correction
- ◆ Margins
- ◆ Indenting
- ◆ Spacing
- ◆ Headers/footers
- ◆ Automatic page numbering
- ◆ Spell check
- ◆ Move and/or copy text
- ◆ Simple tables
- ◆ Bullet points

Should a student not succeed in the challenge test he/she is required to attend the weekly class in typing and word processing offered as part of the NOND044 sequence. There is no fee for this course the first time a student registers for it. If the course has to be repeated, a fee will apply. Students will not be permitted to register for any courses following the 2nd semester unless they have completed this requirement.

PROJECTED SEQUENCE OF CLASSES

First Year

First Semester

BIOL 110	Principles of Biology	3
ENGL 114	English Composition I	3
HMNT 130	The Human Quest I: The Quest for Roots	3
PSYC 104	General Psychology <i>or</i>	
SOCI 205	The Family of Man	3
HMNT 210	Appreciation of Fine Arts <i>or</i>	
HMNT 234	Literature and Civilization	2
NOND 044	Orientation to Higher Education	0
Total		14

Second Semester

HMNT 131	The Human Quest II: The Search for Self	3
ENGL 115	English Composition II	3
SOCI 204	Marriage and Family <i>or</i>	
SOCI 214	Home and Life Values	2
HIST 214	History of Civilization <i>or</i>	
HMNT 256	Thai Language and Culture	3
MATH 120	Survey of Mathematics	3
Total		14

Inter-Semester Session

SPCH 204	Fundamentals of Speech and Communication	2
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And any TWO of the following:

RELB 104	Ethical Models	2
RELB 120	Introduction to Sacred Literature	2
RELG 120	Introduction to Christian Philosophy	2
RELT 210	History of Religious Traditions	2
Total		6

GENERAL EDUCATION ALTERNATIVES

Applied Theology Students and Transfer Students are permitted to substitute the following classes for the Human Quest series. Other students may be permitted to substitute only on approval by the Appeals and Petitions Committee.

RELB160 Sources of Christian Faith	3
RELB260 The Law and the Writings	3
RELB307 Introduction to the Old Testament	3
RELB345 Introduction to the New Testament	3
RELB351 Hebrew Prophets	3
RELB355 Eschatological Concerns and Movements	3
RELB365 Epistles in the Early Christian Church	3
RELB420 Old Testament Apocalyptic Writings	3
RELB425 Christian Apocalyptic Writings	3
RELB496 Topics in Biblical Studies	3
RELH270 Adventist Heritage and Mission	3
RELM280 Religions of South-East Asia and the World	3
RELP201 Personal and Congregational Spirituality	2
RELP221 Christian Mission, Message, and Mandate	2
RELP222 Christian Apologetics	2
RELP223 Principles of Christian Mission	2
RELP377 Christian Worship and Music with Practicum	4
RELP386 Principles of Youth Ministry with Practicum	3
RELT250 Fundamentals of Christian Beliefs	3
RELT265 Mission, Message and Mandate of the SDA Church	3
RELT310 Biblical Theology	3
RELT360 Ministry and Message of E.G. White	3
RELT435 Pauline Theology	3
RELT455 Biblical Hermeneutics and Doing Theology in Asia	3
RELT487 Selected Topics in Theology	3



Faculties and Programs of Study



FACULTY OF ARTS AND HUMANITIES

DEAN

Ritha Maidom Lampadan, BA, MA

Faculty Members

Full-Time

Anita Sundaresan, BLA, MA, MA, MA

Bienvisa Nebres, BA, MA

Josphine Hungyo, BA, MA, MA

Nola Tudu, BLA, MA, MA

Nakhon Kitjaroonchai, BA, MA

Prapai Plainetr, BEd, MEd, MEd

Ritha Maidom Lampadan, BA, MA

Sudpratana Plainetr, BA, MEd

Tonya Neep, BS, MA

Part-Time

Emil Kachchap, BLA, MA

Zhu Qiao Li, BA, MEd

Nehemias Pasamba, BA, MA

Suwannee Lansri, BEd

Sudpratana Plainetr, BA, MEd

PROGRAMS AND COURSES

Bachelor of Arts in English

◆ TESOL

◆ English for Communication

◆ English for Business and Tourism

Degree studies in the Faculty of Arts and Humanities also enables students to proceed to study in other majors such as Geography, Graphic Design, History, International Development Studies, Mass Communication, Music and Visual Arts through a 2 + 2 credit transfer partnership program with Avondale University in NSW, Australia.



Bachelor of Arts in English

The English Language Major in the Bachelor of Arts Degree prepares students for careers in a multilingual and multicultural world, which uses English as its lingua franca. Emphasis is given to the development of both oral and written language skills. Students are immersed in an English environment and are able to develop the skill of ‘thinking’ in English. Graduates find employment in academic, business, legal and other fields that demand high levels of English proficiency.

DEGREE STRUCTURE AND REQUIREMENTS FOR GRADUATION

For the BA (English)(International) degree, 136 credit points are required comprising more than 47 different courses; 33 courses (96 credit points) focus on specialized studies in the discipline, while the balance (34 credit points) relate to general studies. Of the 33 specialist courses, 20 courses (59 credit points) are core studies on English Language or closely related studies, while 13 courses (37 credit points) focus on a particular area of English Language studies, which comprises the emphasis. Orientation to Higher Education courses and Professional Development courses, which do not count for credit, may also be required.

Further details are outlined below:

Courses	Credit Points
General Education	34
Core Studies	59
Required Emphasis Courses	18
Cognat Electives	19
Free Electives	6
Total	136

SPECIFIC COURSE REQUIREMENTS

General Education Courses

(34 credit points)

For All Strands: 1 – 4

Philosophy and Moral Values

(12 credit points)

HMNT 130 The Human Quest I: The Search for Self (3)

HMNT 131 The Human Quest II: The Search for Roots (3)

HMNT 230 The Human Quest III: The Individual and Society (3)

HMNT 231 The Human Quest IV: Questions of Destiny (3)

RELB 104 Ethical Models (2)

RELB 120 Introduction to Sacred Literature (2)

RELG 120 Concepts of Christian Philosophy (2)

SOCI 204 Marriage & Family (2)

SOCI 214 Home and Life Values (2)

Or equivalent courses as listed by the faculty

Behavioral Sciences

(3 credit points)

PSYC 104 General Psychology (3) *or*

SOCI 205 The Family of Man (3)

Science & Mathematics

(6 credit points)

BIOL 110 Principles of Biology (3)

MATH 120 Survey of Mathematics (3)

MATH 215 Statistics (3)

Language and Culture

(5 credit points)

HMNT 256 Thai Language and Culture (3) *or*

HIST 214 History of Civilization (3)

CHIN 101 Listening and Speaking in Chinese I *OR* equivalent (2)

Information Sciences

(6 credit points)

CPTR105 Computers and Information Technology (3)

INFO120 Research and Information Sources (3)

Humanities

(2 credit points)

HMNT 210 Appreciation of Fine Arts (2) *or*

HMNT 234 Literature and Civilization (2)

Orientation to Higher Education

NOND044 Orientation to Higher Education 0 (1-0-3)

Strand 4 students are encouraged to take the International program General Education courses.

For students with limited language skills these may, on the advice of the Faculty Dean, be replaced by equivalent courses offered in Thai medium.

Other equivalent alternate General Education Courses may be substituted for those listed above with the permission of the Dean or depending on the constraints of course schedules. General Education course equivalents are listed in course description section of this document.

Core Courses

(59 credit points)

Strands: 1 - 3

Literature Courses

(15 credit points)

ENGL 260 Survey of Literature I (3)

ENGL 270 Survey of Literature II (3)

ENGL 352 Major Authors (3)

ENGL 353 Sacred Literature (3)

ENGL 354 Asian Literature (3)

Language Courses

(24 credit points)

ENGL 150 College Grammar (3)

ENGL 230 Introduction to Linguistics (3)

ENGL 234 Applied Phonetics (3)

ENGL 335 Semantics (3)

ENGL 434 History of the English Language (3)

ENGL 437 Sociolinguistics (3)

ENGL 445 Advanced English Grammar (3)

ENGL 496 Seminar in Language and Literature (3)

Writing Courses

(12 credit points)

ENGL 114 English Composition I (3)

ENGL 115 English Composition II (3)

ENGL 259 Research Writing (3)

ENGL 253 Advanced Composition (3)

Reading Courses

(6 credit points)

ENGL 221 Approaches to Reading (3)

ENGL 418 Critical Reading (3)

Speech and communication

(2 credit points)

SPCH 204 Fundamentals of Speech and Communication (2)

Core Courses

(59 Credit Points)

Strand: 4

Language Skill Courses

(32 credit points)*

Three of the Following (9 credits)

ENGL 1011 English Communication Skills I (3)

ENGL 1012 English Communication Skills II (3)

ENGL 1013 English Communication Skills III (3)

ENGL 1014 English Communication Skills IV (3)

ENGL 1015 English Communication Skills V (3)

Two of the Following (6 credits)

ENGL 1021 English Listening Skills I (3)

ENGL 1022 English Listening Skills II (3)

ENGL 1023 Intermediate English Listening Skills I (3)

ENGL 1024 Intermediate English Listening Skills II (3)

ENGL 1025 Advanced English Listening Skills (3)

Two of the Following (5 credits)

ENGL 1301 English Grammar (2)

ENGL 1302 Intermediate English Grammar I (2)

ENGL 1303 Intermediate English Grammar II (2)

ENGL 1304 English Grammar and Syntax (2)

Two of the Following (6 credits)

ENGL 1321 English Reading Skills (3)

ENGL 1322 Intermediate English Reading Skills I (3)

ENGL 1323 Intermediate English Reading Skills II (3)

ENGL 1324 Advanced English Reading Skills (3)

Two of the Following (6 credits)

ENGL1234 Writing Skills (3)

ENGL1235 Intermediate Writing Skills I (3)

ENGL1236 Intermediate Writing Skills II (3)

ENGL1237 Advanced Writing Skills (3)

Language courses

(6 credit points)

ENGL 3230 Introduction to Linguistics (3)

ENGL 3234 Applied Phonetics (3)

Literature Courses

(9 credits points)

ENGL 2260 Survey of English Literature I (3)

ENGL 3354 Asian Literature (3)

One of the following:

ENGL 3270 Survey of English Literature II (3)

ENGL 3352 Major Authors (3)

ENGL 3353 Sacred Literature (3)

Writing Courses

(6 credit points)

ENGL 1114 English Composition I (3)

ENGL 1115 English Composition II (3)

Reading Courses

(6 credit points)

Two of the following

ENGL 2401 Reading English for Thai Speakers (3)

ENGL 2221 Approaches to Reading (3)

*The selection of the particular sequence of courses for each student will be based on a placement test and the approval of the Dean of Faculty.

Emphasis and Cognate Courses

(37 Credit Points)

Strand 1: TESOL

Required Subjects (18 credits points)

ENGL 381 Language Testing
ENGL 395 Theories of Language Acquisition and Learning (3)
ENGL 396 Development of Language Teaching Methods (3)
ENGL 411 Trends and Issues in TESOL (3)
ENGL 421 Methods of Teaching English to Speakers of Other Languages (3)
ENGL 480 Practicum (3)

Choose two of the following cognates (6 credit points)

ENGL 355 Language and Culture (3)
ENGL 436 Cross Cultural Communication (3)
PSYC 244 Social Psychology (3)

Choose two of the following cognates (6 credit points)

EDUC 220 Educational Psychology (3)
EDUC 340 Intro to Curriculum Development (3)
EDUC 375 Psychological Environment for Learning (3)

Choose two of the following (6 credit points)

COMM 205 Communication for Business (3)
COMM 496 Seminar in Communication (3)
EDUC 355 Children's Literature (3)
EDUC 490 Special Issues in Education (3)
ENGL 301 News Writing (3)
ENGL 302 Studies in Drama (3)
ENGL 303 Studies in Poetry (3)
ENGL 304 Studies in Fiction (3)
ENGL 315 Creative Writing (3)
ENGL 316 Expository Writing (3)
ENGL 414 English for Tourism (3)
ENGL 415 Feature Writing (3)
ENGL 425 Film & Media Studies (3)

Research (1 credit point)

ENGL499 Senior Project (1)

Emphasis and Cognate Courses

(37 Credit Points)

Strand 2: English for Communication

Required Subjects: (18 credits points)

ENGL 301 News Writing (3)
ENGL 315 Creative Writing (3)
ENGL 316 Expository Writing (3)
ENGL 415 Feature Writing (3)
COMM 270 Contemporary Communication Theories (3)
COMM 496 Seminar in Communication (3)

Choose two of the following cognates (6 credit points)

ENGL 355 Language and Culture (3)
ENGL 436 Cross Cultural Communication (3)
PSYC 244 Social Psychology (3)

English for Special Purposes (6 credit points)

COMM 205 Communication for Business (3)
ENGL 414 English for Tourism (3)

Choose two of the following

(6 credit points)

COMM 320 Evaluation of Modern Media (3)
COMM 380 Communication Practicum (3)
COMM 390 Topics in Contemporary Communication (3)
COMM 395 Creative Communication: A Christian Perspective(3)
COMM 396 The Internet and Modern Media in Christian Communication (3)
COMM 474 Issues in Adventist Communication (3)
COMM 477 Ethical Issues in Communication (3)
ENGL 373 Mass Media English (3)
ENGL 425 Film & Media Studies (3)

Research (1 credit point)

ENGL499 Senior Project (1)

Emphasis and Cognate Courses

(37 Credit Points)

Strand 3: English for Business and Tourism

Required Subjects:

(18 credits points)

ENGL 301 News Writing (3)
ENGL 316 Expository Writing (3)
ENGL 315 Creative Writing (3)
ENGL 415 Feature Writing (3)
COMM 270 Contemporary Communication Theories (3)
COMM 496 Seminar in Communication (3)

Choose two of the following cognates

(6 credit points)

MKTG 300 Principles of Marketing (3)
MKTG 330 Selling and Sales Management (3)
MKTG 435 International Marketing (3)

English for Special Purposes:

(6 credit points)

COMM 205 Communication for Business (3)
ENGL 414 English for Tourism (3)

Choose two of the following

(6 credit points)

BUAD 210 Negotiation and Conflict Resolution (3)
BUAD 425 Business Ethics and Relations (3)
ENGL 425 Film & Media Studies (3)
ENGL 355 Language and Culture (3)
ENTR 206 Principles of Entrepreneurship (3)
MGMT 200 Principles of Management (3)
MGMT 320 Organizational Behavior (3)
MGMT 335 Human Resource Management (3)

Research

(1 credit point)

ENGL499 Senior Project (1)

Free Electives

(6 credit points)

Strand 4: English for Communication in Thailand

(37 Credit Points)

Required Subjects

(12 credits points)

ENGL 3303 English – Thai Translation I (3)
ENGL 4304 English – Thai Translation II (3)
ENGL 3305 Thai – English Translation I (3)
ENGL 4306 Thai – English Translation II (3)

English for Special Purposes

(12 credit points)

COMM 2205 Communication for Business (3)
ENGL 3253 Advanced Composition (3)
ENGL 3355 Language and Culture (3)
ENGL 4414 English for Tourism (3)

Three of the following cognates (9 credit pts)

ENGL 2159 Research Writing (3)
ENGL 3301 News Writing (3)
ENGL 3302 Studies in Poetry (3)
ENGL 3303 Studies in Drama (3)
ENGL 3304 Studies in Fiction (3)
ENGL 4425 Film & Media Studies (3)
ENGL 4434 History of the English Language(3)
ENGL 4436 Cross Cultural Communication (3)
ENGL 4480 Practicum in Translation (3)

Speech and Communication

(2 credit points)

SPCH 2204 Fundamentals of Speech and Communication (2)

Research

(2 credit points)

ENGL 4499 Senior Project (2)

Free Electives

(6 credit points)

Minor Program

English Language:

18 credits

Required

ENGL 150 College Grammar (3)
ENGL 222 Approaches to Reading (3)
ENGL 230 Introduction to Linguistics (3)

Electives

9 Credit points from the following:-

ENGL 259 Research Writing (3)
COMM 205 Communication for Business (3)
ENGL 434 History of the English Language (3)
ENGL 418 Critical Reading (3)
ENGL 301 News Writing (3)
ENGL 315 Creative Writing (3)
ENGL 316 Expository Writing (3)
ENGL 415 Feature Writing (3)
ENGL 437 Sociolinguistics (3)

PROJECTED SEQUENCE OF CLASSES

STRANDS 1 – 3

First Year

Semester 1

ENGL 114	English Composition I	3
HMNT 130	The Human Quest I: Man in Search of Self	3
HMNT 210	Appreciation of Fine Arts	2
HMNT 256	Thai Language and Culture	3
MATH 120	Survey of Mathematics	3
NOND 044	Orientation to Higher Education	0
TOTAL		14

Semester 2

CHIN 101	Listening and Speaking in Chinese I	2
CPTR 105	Computers and Information Technology	3
ENGL 115	English Composition II	3
HMNT 131	The Human Quest II: Man in Quest for Roots	3
PSYC 104	General Psychology	3
TOTAL		14

Inter Semester

ENGL 159	Research Writing	3
SPCH 204	Fundamentals of Speech & Communication	2
TOTAL		5

Second Year

Semester 1

ENGL 150	College Grammar	3
ENGL 221	Approaches to Reading	3
ENGL 260	Survey of Literature I	3
HMNT 230	The Human Quest III: Man and his Society	3
INFO 120	Research and Information Resources	3
TOTAL		15

Semester 2

BIOL 110	Principles of Biology	3
ENGL 234	Applied Phonetics	3
ENGL 253	Advanced Composition	3
ENGL 270	Survey of Literature II	3
HMNT 231	The Human Quest IV: Man and His Destiny	3
TOTAL		15

Inter Semester

ENGL 230	Introduction to Linguistics	3
ENGL 352	Major Authors	3
TOTAL		6

Third Year

Semester 1

ENGL 354	Asian Literature	3
ENGL 335	Semantics	3
ENGL 301	News Writing <i>or</i>	
EDUC 381	Language Testing	3
ENGL 434	History of the English Language	3
<i>One Emphasis course</i>		3
TOTAL		15

Semester 2

ENGL 418	Critical Reading	3
ENGL 437	Socio-linguistics	3
ENGL 315	Creative Writing <i>or</i>	
ENGL 395	Theories of Language Acquisition and Learn	3
ENGL 316	Expository Writing <i>or</i>	
ENGL 411	Trends and Issues in TESOL	3
<i>One Emphasis course</i>		3
TOTAL		15

Inter Semester

ENGL 425	Film & Media Studies <i>or</i>	
ENGL 396	Develop of Language Teaching Method	3
<i>One Emphasis course</i>		3
TOTAL		6

Fourth Year

Semester 1

ENGL 353	Sacred Literature	3
ENGL 496	Seminar in Language and Literature	3
ENGL 415	Feature Writing <i>or</i>	
ENGL 421	Methods of Teaching English to Speakers	3
<i>One Free Electives</i>		3
<i>One Emphasis course</i>		3
TOTAL		15

Semester 2

ENGL 445	Advanced English Grammar	3
COMM 496	Seminar in Communication <i>or</i>	
ENGL 480	Practicum	3
<i>One Emphasis course</i>		3
<i>One Emphasis course</i>		3
<i>One Free Electives</i>		3
ENGL 499	Senior Project	1
TOTAL		16

GRAND TOTAL

136

STRAND 4

First Year

Inter Semester

ENGL1011 English Communication Skills I	3
ENGL1012 English Communication Skills II	3
ENGL1031 English Grammar	2

TOTAL 8

Semester 1

ENGL1012 English Communication Skills II	3
ENGL1321 English Reading Skills	3
ENGL1234 Writing Skills	3
ENGL1021 English Listening Skills I	3

TOTAL 12

Semester 2

ENGL1205 Intermediate English Grammar I	3
ENGL2205 Intermediate English Listening Skills I	3
ENGL1202 Intermediate English Reading Skills I	3
ENGL2205 Intermediate English Writing Skills I	3
NOND 044 Orientation to Higher Education	0

TOTAL 12

Inter Semester

HMNT 130 The Human Quest I: Man in Search of Self	3
HMNT 210 Appreciation of Fine Arts	2

TOTAL 5

Second Year

Semester 1

CHIN 101 Listening and Speaking in Chinese I or Equivalent 2	2
ENGL1114 English Composition I	3
HIST 214 History of Civilization	3
HMNT 131 The Human Quest II: Man in Quest for Roots	3
MATH 120 Survey of Mathematics	3

TOTAL 14

Semester 2

CPTR 105 Computers and Information Technology	3
ENGL 1115 English Composition II	3
ENGL 2401 Reading English for Thais	3
HMNT 230 The Human Quest III: Man and His Society	3
PSYC 104 General Psychology	3

TOTAL 15

Inter Semester

ENGL 2221 Approaches to Reading	3
ENGL 2260 Survey of English Literature I	3

TOTAL 6

Third Year

Semester 1

ENGL3230 Intro to Linguistics	3
ENGL3303 English –Thai Translation I	3
ENGL3234 Applied Phonetics	3
HMNT 231 The Human Quest IV: Man and His Destiny	3
INFO 120 Research and Information Resources	3

TOTAL 15

Semester 2

BIOL 110 Principles of Biology	3
ENGL3253 Advanced Composition	3
ENGL3304 English –Thai Translation II	3
ENGL 355 Language and Culture	3
ENGL 354 Asian Literature	3

TOTAL 15

Inter Semester

ENGL 3352 Major Authors	3
SPCH 204 Fundamentals of Speech and Communication	2

TOTAL 5

Fourth Year

Semester 1

COMM 205 Communication for Business	3
ENGL 301 News Writing	3
ENGL3305 Thai - English Translation I	3
ENGL 425 Film & Media Studies	3
<i>One Free Electives</i>	3

TOTAL 15

Semester 2

ENGL3306 Thai - English Translation II	3
ENGL4414 English for Tourism	3
ENGL 480 Practicum in Translation	3
ENGL 499 Senior Project	2
<i>One Free Electives</i>	3

TOTAL 14

GRAND TOTAL 136

*Strand 4 students are encouraged to take the International program General Education courses. For students with limited language skills these may, at the advice of the Faculty, be replaced by equivalent courses offered in Thai medium.

**The selection of the sequence of first year courses is based on a placement test and the approval of the Dean.

FOREIGN LANGUAGE STUDIES

Chinese Language

Several courses for credit are offered in basic communication skills in Chinese language. These may be taken as elective credit.

Thai Language

A number of courses for credit are offered in Thai Language and Thai culture which are required of International students as part of their General Education. Non-credit classes in conversational Thai are also offered each semester on campus.



FACULTY OF BUSINESS ADMINISTRATION

DEAN

Pak Lee, B Ed, BBus, MBA, AIUom, PhD, FCPA

Faculty Members Full-Time

Damrong Sattayawaksakul, BBA, MBA, BEcon
Daniel Bernhardt, BA, MA
Henry L Foster, BA, MBA, PhD
John Bueno, BComp Sc, M Computer Sc
Marco Carrillo, BA, MA, MS
Marvin John, BA, MA, MS
Payom Sriharat, BBA, MBA

Samorn Namkote, BBA, MBA
Subin Putsom, BBA, MBA
Sunisa Waleesila, BBA, MBA
Surangkana Namkote, BBA, MBA
Sundaresen Mohan, BBA, MBA
Wanlee Putsom, BBA, MBA
Wayne Hamra, BA, MBA, DBA

Part-Time and Contract Lecturers

Jittapa Winitkoonchai, MBA
Loo Kok Yin, BS, MS
Mack Tennyson, BS, CPA, PhD
Mitsin Janrawangyot, BBA, MBA

Patraporn Paengpanga, BA, MBA
Pradeep Tudu, BBA, AIUom
Sharon Tennyson, BS, CPA
Stanislav Kirilov, BS, MS

Adjunct

P Nakka, BA, MA
Andrew Wigglesworth, MBA
Atikom Sriratanaprapal, BA, MBA
Charles Bracken, MBA, CDP
Jimmy Ooi, BA, MBA, DBA
Joanne Wiggins, PhD
Joseph Manuel, BBA, MA, CPA

Jesse Role, BA, MA, PhD
Jae Kim, BA, MBA, DBA
John Haney, PhD
Keith Howson, BA, MBA, PhD
Maurice Ashton, BSc, Dip Ed, PhD
Mabel Manuallang, BSc, MBA PhD
Ruddy Manualling, BSc, MPH, PhD

PROGRAMS AND COURSES

The Faculty of Business Administration offers three programs of study.

1. Bachelor of Business Administration (International) with emphasis in
 - ◆ Accounting
 - ◆ Computer Information Systems
 - ◆ Management and Entrepreneurship
 - ◆ Accounting and Finance
 - ◆ Management and Marketing
 - ◆ Management and Communication
 - ◆ Marketing and Communication
 - ◆ Management and Office Administration
2. Bachelor of Business Administration in Accounting (Thai)
3. Bachelor of Business Administration in Management (Thai)



Bachelor of Business Administration

The broad aims of the Bachelor of Business Administration degree program are to prepare students for employment in areas of accounting, finance, management, marketing, office administration and computer information systems in the commercial sector (profit and not-for-profit organizations). Graduates find ready employment in management, marketing, accounting, finance, and computer information systems sections of organizations because of the breadth of the program, its emphasis on values and the thoroughness of the preparation of the student.

DEGREE STRUCTURE AND REQUIREMENTS FOR GRADUATION

The BBA degree requires a total of 136 credit points. The program is composed of 15 General Education courses (40 credits), 17 Business Core courses (51 credits), 11 courses (33 credits) in the area of students' chosen emphasis, plus 2 Electives in Area of Emphasis, and 2 Free Elective Courses. Orientation to Higher Education and Professional Development courses are required but do not count for credit. Further detail is outlined below:

Further detail is outlined below:

Courses	Credit	Points
General Education		40
Core Courses Required		51
Area of Emphasis (To be chosen by the students)		33
Core Area Emphasis Elective		6
Free Electives		6
Total		136

SPECIFIC COURSE REQUIREMENTS

General Education Courses:

(40 Credit Points)

Integrated Courses

(12 credit points)

- HMNT 130 The Human Quest I: The Quest for Roots (3)
 HMNT 131 The Human Quest II: The Search for Self (3)
 HMNT 230 The Human Quest III: The Individual and Society (3)
 HMNT 231 The Human Quest IV: Questions of Human estiny (3)

Language Study

(8 credit points)

- ENGL 114 English Composition I (3)
 ENGL 115 English Composition II (3)
 SPCH 204 Fundamentals of Speech and Communication (2)

Social Science & Values

(7 credit points)

- PSYC 104 General Psychology *or* (3)
 SOCI 205 The Family of Man (3)
 RELB 104 Ethical Models *or* (2)
 RELT 210 History of Religious Traditions (2)
 SOCI 204 Marriage and Family *or* (2)

Humanities

(7 credit points)

- HMNT 210 Appreciation of the Fine Arts (2) *or*
 HMNT 234 Literature and Civilization (2)
 HIST 214 History of Civilization (3) *or*
 HMNT 256 Thai Language and Culture (3)
 RELB 120 Introduction to Sacred Literature(2) *or*
 RELG 120 Introduction to Christian Philosophy(2)

Math and Science

(6 credit points)

- BIOL 110 Principles of Biology (3)
 BUAD 110 Business and Consumer Math (3) *or*
 MATH 120 Survey of Mathematics (3) *or*
 MATH 140 Precalculus (3)

Education

(non- credit course)

- NOND044 Orientation to Higher Education (0)

Required Core Courses

(51 Credit Points)

- ACCT 201 Accounting Principles I (3)
 ACCT 202 Accounting Principles II (3)
 ECON 201 Microeconomics (3)
 ECON 202 Macroeconomics (3)
 FINA 305 Business Finance (3)
 BUAD 425 Business Ethics and Relations (3)
 BUAD 498 Strategic Management (3)
 MGMT 200 Principles of Management (3)
 MGMT 335 Human Resource Management (3)
 MKTG 300 Principles of Marketing (3)
 MATH 215 Statistics (3)
 MGMT 360 Operations Management (3)
 BUAD 320 Business Law (3)
 BUAD 445 International Business (3)
 BUAD 250 Computer Business Applications (3)
 CIS 104 Introduction to Computer Information Systems
 (CIS emphasis)(3)
 BUAD 205 Communication for Business (3)
 BUAD 499 Business Research Methods (3)

Requirements in Areas of Emphasis

(39 Credits Points)

Accounting Requirements

(33 + 6 Credit Points)

Financial Accounting

(12 credits points)

- ACCT 301 Intermediate Accounting I (3)
 ACCT 302 Intermediate Accounting II (3)
 ACCT 401 Advanced Accounting I (3)
 ACCT 402 Advanced Accounting II (3)

Cost Management and Tax

(6 credits points)

- ACCT 321 Cost Accounting (3)
 ACCT 356 Taxation (3)

Information Systems and Auditing

(9 credit points)

- ACCT 415 Accounting Information Systems (3)
 ACCT 444 Auditing and Assurance (3)
 ACCT 494 Computer Accounting Applications (3)

Accounting Courses

(6 credits points to be selected)

- ACCT 322 Management Accounting (3)
 ACCT 414 Financial Analysis and Reporting (3)
 ACCT 423 Accounting for Special Organizations (3)

ACCT 445 International Accounting (3)
ACCT 480 Current Issues in Accounting (3)
ACCT 490 Independent Study (3)
ACCT 495 Professional Internship (3)

Core Elective Courses

(6 credits points)

BUAD 330 Leadership & Organizational Change (3)
BUAD 410 Negotiation & Conflict Resolution (3)
ENTR 335 Social Entrepreneurship (3)
ENTR 365 Growth Strategies for Emerging Enterprises (3)
MGMT325 Organizational Development (3)
MGMT340 International Management Practices (3)
MGMT355 Quality Management Systems (3)
MGMT485 Contemporary Management Practices (3)
MKTG 330 Selling & Sales Management (3)

Management and Entrepreneurship Requirements

(33 + 6 Credit Points)

Entrepreneurship

(15 credit points)

ENTR 206 Principles of Entrepreneurship (3)
ENTR 325 New Venture Financing (3)
ENTR 330 Small Business Management (3)
MGMT355 Quality Management Systems (3)
ENTR 490 Seminar in Entrepreneurship (3)

Management

(12 credit points)

MGMT320 Organizational Behavior(3)
MGMT310 Managerial Accounting (3)
MGMT353 Management Information Systems (3)
MGMT415 Project Management (3)

Management & Entrepreneurship

(6 credits)

MGMT325 Organizational Development (3)
MGMT340 International Management Practices (3)
MGMT485 Contemporary Management Practices (3)
MKTG 330 Selling & Sales Management (3)

Core elective courses

(6 credit points)

BUAD 330 Leadership & Organizational Change (3)
BUAD 410 Negotiation & Conflict Resolution (3)
BUAD 485 Professional Internship (3)
CIS 420 Electronic Commerce (3)
ENTR 335 Social Entrepreneurship (3)
ENTR 365 Growth Strategies for Emerging Enterprises (3)
ENTR 465 Feasibility Study (3)

Computer Information Systems Requirements

(39 Credits Points)

Computer Programming

(6 credits points)

CIS 210 Essentials of Computer Programming (3)
CIS 214 Object Oriented Programming (3)

Computer Networking

(3 credits points)

CIS 240 Networking and Data Communications (3)

Information Systems And Database Management

(18 credits points)

CIS 256 Systems Analysis and Design (3)
CIS 335 Management Information Systems (3)
CIS 351 Database Design (3)
CIS 352 Database Applications (3)
CIS 465 Information Resource Management (3)
CIS 414 Systems Development Project (3)

Electives In Computer Information Systems

(12 credits points)

Choose any two of the following:

CIS 312 Advanced Programming (3)
CIS 313 Visual Basic Programming (3)
CIS 315 Web Page Programming (3)
CIS 316 Web-based Application Development (3)

Choose any two of the following:

CIS 420 Electronic Commerce (3)
CIS 425 Information Systems Security (3)
CIS 434 Decision Support Systems (3)
CIS 436 Project Management (3)
CIS 444 Network Design and Administration (3)
CIS 490 Emerging Topics in Information Technology (3)
CIS 491 Independent Study in Information Systems (3)
CIS 495 Professional Internship (3)

Accounting and Finance Requirements

(33+6 Credits Points)

Accounting courses

(18 credits points to be selected)

- ACCT 301 Intermediate Accounting I (3)
- ACCT 302 Intermediate Accounting II (3)
- ACCT 321 Cost Accounting (3)
- ACCT 356 Taxation (3)
- ACCT 494 Computer Accounting Applications (3)
- ACCT 444 Auditing and Assurance (3)

Finance courses

(15 credits points to be selected)

- ACCT 414 Financial Analysis and Reporting (3)
- FINA 320 Principles of Financial Planning (3)
- FINA 410 Investment Analysis (3)
- FINA 440 Capital Market and Financial Institutions (3)
- FINA 480 Advanced Corporate Finance (3)

Accounting/Finance Elective Courses

(6 credit points)

- ACCT 401 Advanced Accounting I(3)
- ACCT 423 Accounting for Special Organizations (3)
- ACCT 480 Current Issues in Accounting (3)
- ACCT 445 International Accounting (3)
- ACCT 322 Management Accounting (3)
- BUAD 485 Professional Internship (3)
- ACCT 415 Accounting Information Systems(3)

Management and Marketing Requirements

(33+6 Credits Points)

Management Courses

(15 credit points)

- MGMT320 Organizational Behavior (3)
- MGMT310 Managerial Accounting (3)
- MGMT353 Management Information Systems (3)
- MGMT355 Quality Management Systems (3)
- MGMT415 Project Management (3)

Marketing Courses

(18 credit points)

- MKTG 320 Consumer Behavior (3)
- MKTG 325 Advertising & Marketing Communications (3)
- MKTG 330 Selling & Sales Management (3)
- MKTG 410 Issues in Marketing and Electronic Marketing (3)
- MKTG 435 International Marketing (3)
- MKTG 480 Marketing Management (3)

Management and Marketing Elective Courses

(6 credit points)

- BUAD 330 Leadership & Organizational Change (3)
- BUAD 410 Negotiation & Conflict Resolution (3)
- BUAD 485 Professional Internship (3)
- ENTR 365 Growth Strategies for Emerging Enterprises (3)
- MKTG 380 Services Marketing (3)
- MKTG 495 Marketing Internship (3)
- MKTG 490 Independent Research in Marketing (3)
- MGMT325 Organizational Development (3)
- MGMT340 International Management Practices (3)
- MGMT485 Contemporary Management Practices (3)

Management & Communication Requirements

(33 + 6 Credit points)

Management Courses

(15 credit points)

- MGMT310 Managerial Accounting (3)
- MGMT320 Organizational Behavior (3)
- MGMT353 Management Information Systems (3)
- MGMT355 Quality Management Systems (3)
- MGMT415 Project Management (3)

Communication Courses

(18 credits points)

- COMM270 Contemporary Communication Theories (3)
- COMM390 Topics in Contemporary Communication (3)
- COMM396 The Internet and Modern Media in Christian Communication (3)
- COMM477 Ethical Issues in Communication (3)
- ENGL 436 Cross Cultural Communication (3)
- COMM496 Seminar in Communication (3)

Management/Communication Elective Courses

(6 credit points)

- BUAD 330 Leadership & Organizational Change (3)
- BUAD 410 Negotiation & Conflict Resolution (3)
- BUAD 485 Professional Internship (3)
- MGMT340 International Management Practices (3)
- MGMT485 Contemporary Management Practices (3)
- ENGL 301 News Writing (3)
- ENGL 355 Language and Culture (3)
- COMM395 Creative Communication; Christian Perspective (3)
- ENGL 355 Language and Culture (3)

Marketing & Communication Requirements

(33 + 6 Credit Points)

Marketing Courses

(18 credit points)

- MKTG 320 Consumer Behavior(3)
- MKTG 325 Advertising & Marketing Communications (3)
- MKTG 330 Selling & Sales Management (3)
- MKTG 410 Issues in Marketing and Electronic Marketing (3)
- MKTG 435 International Marketing (3)
- MKTG 480 Marketing Management (3)

Communication Courses

(15 credits points)

- COMM270 Contemporary Communication Theories (3)
- COMM390 Topics in Contemporary Communication (3)
- COMM396 Internet and Modern Media in Christian Communication (3)
- COMM477 Ethical Issues in Communication (3)
- ENGL 436 Cross Cultural Communication (3)

Marketing and Communication Elective Courses

(6 credit points)

- COMM395 Creative Communication; Christian Perspective (3)
- ENGL 355 Language and Culture (3)
- BUAD 495 Professional Internship (3)
- COMM496 Seminar in Communication (3)
- ENGL 301 News Writing (3)
- ENGL 355 Language and Culture (3)
- MKTG 380 Services Marketing (3)
- MKTG 495 Professional Internship (3)
- CIS 420 Electronic Commerce (3)

Management & Office Administration Requirements

(33 + 6 Credit Points)

Management Courses

(15 credit points)

- MGMT310/MNGT3213 Managerial Accounting (3)
- MGMT320 Organization Behavior/MNGT3208 Human Behavior in Organizations (3)
- MGMT353/MNGT4215 Management Information Systems (3)
- MGMT355 Quality Management Systems/MNGT4218 Quality Control (3)
- MGMT415/MNGT3211 Project Management (3)

Office Administration Courses

(18 credit points)

- OFAD 104 Using Business Technology (English) (3)
- OFAD 153 Office Management (3)
- OFAD 154 Word Processing I (3)
- OFAD 200 Document Production I (3)
- OFAD 261 Word Processing II (3)
- OFAD 361 Document Production II (3)

Management and Office Administration Electives Courses

(6 credit points)

- BUAD 330 Leadership & Organizational Change (3)
- BUAD 410 Negotiation & Conflict Resolution (3)
- ENGL3303 English-Thai Translation I (3)
- ENGL3304 English-Thai Translation II (3)
- ENGL3305 Thai-English Translation I (3)
- ENGL3306 Thai-English Translation II (3)
- ENTR 365 Growth Strategies for Emerging Enterprises (3)
- MGMT325 Organizational Development (3)
- MGMT340 International Management Practices (3)
- MGMT485 Contemporary Management Practices (3)
- OFAD 114 Using Business Technology (Thai) (3)
- OFAD 370 Professional Specialty (3)
- OFAD 385 Supervision (3)
- OFAD 495 Professional Internship (3)

Free Electives

(6 credit points required)

Students may choose 6 credits from any courses offered by any faculty at Asia-Pacific International University.

Students in the Bachelor of Business Administration degree program are encouraged to take on a professional internship. Professional internship will involve supervised work experience of 240 hours in the area of the students' concentration. It can be taken on or off campus during the summer vacation. Evaluation shall be by the faculty supervisor and the person responsible for supervising the student in the work place. The grade will be assigned on an S/U basis (S for satisfactory and U for unsatisfactory). *Prerequisite:* End of third year standing or permission from the chair/dean of the faculty.

PROJECTED SEQUENCE OF CLASSES

ACCOUNTING EMPHASIS

The broad aim of the Accounting emphasis in the BBA program is to prepare students for employment in accounting and finance in the commercial and not-for-profit sectors. Graduate find ready employment in the financial administration sections of organizations because of the breadth of the program, its emphasis on values and the thoroughness of the preparation of the student.

First Year

First Semester

ACCT 201	Accounting Principles I	3
ENGL 114	English Composition I	3
HMNT 130	The Human Quest I: Man in Search of Self	3
MATH 080	Intermediate Algebra <i>or</i>	
BUAD 110	Business and Consumer Math <i>or</i>	
MATH 120	Survey of Mathematics (3) <i>or</i>	
MATH 140	Pre-calculus	3
NOND 044	Orientation to Higher Education	0
PSYC 104	General Psychology	3
TOTAL		15

Second Semester

ACCT 202	Accounting Principles II	3
BIOL 110	Principles of Biology	3
ENGL 115	English Composition II	3
HMNT 131	The Human Quest II: Man in quest for Roots	3
HIST 214	History of Civilization <i>or</i>	
HMNT 256	Thai Language and Culture	3
TOTAL		15

Inter-semester

RELB 104	Ethical Models <i>or</i>	
RELT 210	History of Religious Tradition	2
SPCH 204	Fundamentals of Speech and Communication	2
RELB 120	Introduction to Sacred Literature <i>or</i>	
RELG 120	Introduction to Christian Philosophy	2
TOTAL		6

Second Year

First Semester

ACCT 301	Intermediate Accounting I	3
ECON 201	Microeconomics	3
HMNT 230	The Human Quest III: Man and His Society	3
MGMT200	Principles of Management	3
MATH 215	Statistics	3
TOTAL		15

Second Semester

ACCT 302	Intermediate Accounting II	3
ACCT 494	Computer Accounting Applications	3
BUAD 205	Communication for Business	3
ECON 202	Macroeconomics	3
HMNT 231	The Human Quest IV: Man and His Destiny	3
TOTAL		15

Inter Semester

BUAD 250	Computer Business Applications	3
HMNT 210	Appreciation of Fine Arts <i>or</i>	
HMNT 234	Literature and Civilization	2
SOCI 204	Marriage and Family <i>or</i>	
SOCI 214	Home and Life Values	2
TOTAL		7

Third Year

First Semester

ACCT 321	Cost Accounting	3
ACCT 444	Auditing and Assurance	3
BUAD 320	Business Law	3
FINA 305	Business Finance	3
MKTG 300	Principles of Marketing	3
TOTAL		15

Second Semester

ACCT 356	Taxation	3
ACCT 415	Accounting Information Systems	3
MGMT335	Human Resource Management	3
MGMT360	Operations Management	3
Major Electives (Accounting)		3
TOTAL		15

Inter Semester

ACCT 495	Professional Internship <i>or</i>	
Free Electives		3
TOTAL		3

Fourth Year

First Semester

ACCT 401	Advanced Accounting 1	3
BUAD 499	Business Research Methods	3
BUAD 425	Business Ethics & Relations	3
Core/Free Electives		3
Free/Major Electives		3
TOTAL		15

Second Semester

ACCT 402	Advanced Accounting II	3
BUAD 445	International Business	3
BUAD 498	Strategic Management	3
Core Electives		3
Free Electives		3
TOTAL		15

MANAGEMENT AND ENTREPRENEURSHIP EMPHASIS

The broad aim of the Management and Entrepreneurship emphasis in the BBA program is to prepare students for employment in the small business sector or for management roles in the commercial and not-for-profit sectors. Graduates frequently find their way into family businesses or find ready employment in business enterprises because of the breadth of the program, its emphasis on values and the thoroughness of the preparation of the student.

First Year

First Semester

ENGL 114	English Composition I	3
HMNT 130	The Human Quest I	3
MGMT200	Principles of Management	3
MATH 080	Intermediate Algebra <i>or</i>	0
BUAD 110	Business and Consumer Math <i>or</i>	
MATH 120	Survey of Mathematics <i>or</i>	
MATH 140	Pre-calculus	3
NOND 044	Orientation to Higher Education	0
PSYC 104	General Psychology	3
TOTAL		15

Second Semester

BIOL 110	Principles of Biology	3
ENTR 206	Principles of Entrepreneurship	3
ENGL 115	English Composition II	3
HMNT 131	The Human Quest II	3
HIST 214	History of Civilization <i>or</i>	3
HMNT 256	Thai Language & Culture	
TOTAL		15

Inter Semester

RELB 104	Ethical Models <i>or</i>	
RELT 210	History of Religious Tradition	2
RELB 120	Introduction to Sacred Literature <i>or</i>	
RELG 120	Introduction to Christian Philosophy	2
SPCH 204	Fundamentals of Speech and Communication	2
TOTAL		6

Second Year

First Semester

ACCT 201	Accounting Principles I	3
ECON 201	Microeconomics	3
HMNT 230	The Human Quest III	3
MATH 215	Statistics	3
MGMT320	Organizational Behavior	3
TOTAL		15

Second Semester

ACCT 202	Accounting Principles II	3
BUAD 205	Communication for Business	3
ECON 202	Macroeconomics	3
ENTR 330	Small Business Management	3
HMNT 231	The Human Quest IV	3
TOTAL		15

Inter Semester

BUAD 250	Computer Business Applications	3
HMNT 210	Appreciation of Fine Arts <i>or</i>	
HMNT 234	Literature and Civilization	2
SOCI 204	Marriage and Family <i>or</i>	
SOCI 214	Home and Life Values	2
TOTAL		7

Third Year

First Semester

BUAD 320	Business Law	3
FINA 305	Business Finance	3
MGMT310	Managerial Accounting	3
MGMT335	Quality Management Systems	3
MKTG 300	Principles of Marketing	3
TOTAL		15

Second Semester

ENTR 325	New Venturing Financing	3
MGMT360	Operations Management	3
MGMT335	Human Resource Management	3
MGMT353	Management Information Systems	3
Major Electives		3
TOTAL		15

Inter-semester

BUAD 485	Professional Internship <i>or</i>	3
Free Electives		
TOTAL		3

Fourth Year

First Semester

BUAD 425 Business Ethics & Relations	3
BUAD 499 Business Research Methods	3
Core Electives	3
Free Electives	3
Major Electives	3
TOTAL	15

Second Semester

BUAD 445 International Business	3
BUAD 498 Strategic Management	3
ENTR 490 Seminar in Entrepreneurship	3
MGMT415 Project Management	3
Core Electives	3
TOTAL	15

GRAND TOTAL 136

*Three credits may be reduced from a student's course load if they elect to take Professional Internship during the Inter-semester

COMPUTER INFORMATION SYSTEMS EMPHASIS

The highly competitive environment of the twenty-first century requires timely, accurate and relevant information crucial to decision making. The creation and management of complex information systems become critical tasks for the modern organization.

The computer Information Systems emphasis in the BBA program is designed to prepare students to meet the challenges of technology utilization in the business environment. It is structured to provide students with the knowledge and skills to devise and manage computer-based information systems combining concepts from both computer science and business. Graduates find ready employment in a variety of computing technology areas because of the breadth of the program, its emphasis on values and the thoroughness of the preparation of the student.

First Year

First Semester

ENG 114 English Composition I	3
HMNT 130 The Human Quest I: Man in Search of Self	3
MATH 140 Pre-calculus	3
MGMT200 Principles of Management	3
NOND 044 Orientation to Higher Education	0
PSYC 104 General Psychology	3
TOTAL	15

Second Semester

BIOL 110 Principles of Biology	3
CIS 104 Intro to Computer Information Systems	3
ENGL 115 English Composition II	3
HIST 214 History of Civilization <i>or</i>	
HMNT 256 Thai Language and Culture	3
HMNT 131 The Human Quest II: Man in Quest for Roots	3
TOTAL	15

ASIA-PACIFIC INTERNATIONAL UNIVERSITY – SERVING ASIA AND THE WORLD

Inter Semester

RELB 120	Introduction to Sacred Literature <i>or</i>	2
RELG 120	Introduction to Christian Philosophy	2
RELB 104	Ethical Models <i>or</i>	
RELT 210	History of Religious Tradition	2
SPCH 204	Fundamentals of Speech and Communication	2
TOTAL		6

Second Year

First Semester

ACCT 201	Accounting Principles I	3
CIS 210	Essentials of Computer Programming	3
ECON 201	Microeconomics	3
HMNT 230	The Human Quest III: Man and His Society	3
MATH 215	Statistics	3
TOTAL		15

Second Semester

BUAD 205	Communications for Business	3
ACCT 202	Accounting Principles II	3
CIS 214	Object Oriented Programming	3
ECON 202	Macroeconomics	3
HMNT 231	The Human Quest IV: Man and His Destiny	3
Total		15

Inter Semester

CIS 256	System Analysis and Design	3
HMNT 210	Appreciation of Fine Arts <i>or</i>	
HMNT 234	Literature and Civilization	2
SOCI 214	Home and Life Values <i>or</i>	
SOCI 204	Marriage and Family	2
TOTAL		6

Third Year

First Semester

BUAD 320	Business Law	3
CIS 240	Network and Data Communication	3
CIS 351	Database Design	3
FINA 305	Business Finance	3
MKTG 300	Principles of Marketing	3
TOTAL		15

Second Semester

CIS 352	Database Applications	3
CIS 335	Management Information Systems	3
MGMT335	Human Resource Management	3
MGMT360	Operations Management	3
Core/Major Electives		3
Total		15

Inter Semester

CIS 495	Professional Internship <i>or</i>	3
Major/Free Electives		3
Total		6

Fourth Year

First Semester

BUAD 425	Business Ethics and Relations	3
BUAD 499	Business Research Methods	3
CIS 414	System Development Project	3
Major Electives		3
Major/Core Electives		3
Total		15

Second Semester

BUAD 445	International Business	3
BUAD 498	Strategic Management	3
CIS 465	Information Resource Management	3
Free Electives		3
Major Electives		3
TOTAL		15

GRAND TOTAL

136

PROGRAMS OF STUDY

ACCOUNTING AND FINANCE

First Year

First Semester

ACCT 201 Accounting Principles I	3
BUAD 110 Business and Consumer Math <i>or</i>	
MATH 120 Survey of Mathematics <i>or</i>	
MATH 140 Pre-calculus	3
ENGL 114 English Composition I	3
HMNT 130 The Human Quest I: Man in Search Self	3
NOND 044 Orientation to Higher Education	0
PSYC 104 General Psychology	3
TOTAL	15

Second Semester

ACCT 202 Accounting Principles II	3
BIOL 110 Principles of Biology	3
ENGL 115 English Composition II	3
HIST 214 History of Civilization <i>or</i>	
HMNT 256 Thai Language and Culture	3
HMNT 131 The Human Quest II: Man in Quest for Roots	3
TOTAL	15

Inter Semester

RELB 120 Introduction to Sacred Literature <i>or</i>	
RELT 210 History of Religious Tradition	2
HMNT 210 Appreciation of Fine Arts	2
SPCH 204 Fundamentals of Speech and Communication	2
TOTAL	6

Second Year

First Semester

ACCT 301 Intermediate Accounting I	3
ECON 201 Microeconomics	3
HMNT 230 The Human Quest III: Man and His Society	3
MATH 215 Statistics	3
MGMT 200 Principles of Management	3
TOTAL	15

Second Semester

ACCT 302 Intermediate Accounting II	3
ACCT 494 Computer Accounting Applications	3
BUAD 205 Communications for Business	3
ECON 202 Macroeconomics	3
HMNT 231 The Human Quest IV: Man and His Destiny	3
TOTAL	15

Inter Semester

BUAD 250 Computer Business Applications	3
HMNT 210 Appreciation of Fine Arts <i>or</i>	
HMNT 234 Literature and Civilization	2
SOCI 204 Marriage and Family	2
Total	7

Third Year

First Semester

ACCT 321 Cost Accounting	3
ACCT 444 Auditing and Assurance	3
BUAD 320 Business Law	3
FINA 305 Business Finance	3
MKTG 300 Principles of Marketing	3
Total	15

Second Semester

ACCT 415 Accounting Information Systems	3
ACCT 356 Taxation	3
FINA 320 Financial Planning	3
MGMT335 Human Resource Management	3
MGMT360 Operations Management	3
TOTAL	15

Inter Semester

ACCT 414 Financial Analysis and Reporting or	
BUAD 485 Professional Internship	3
TOTAL	6

Fourth Year

First Semester

BUAD 425 Business Ethics and Relations	3
BUAD 499 Business Research Methods	3
FINA 480 Advanced Corporate Finance	3
Major Electives	3
Free Electives	3
TOTAL	15

Second Semester

BUAD 445 International Business	3
FINA 410 Investment Analysis	3
FINA 440 Capital Markets and Fin. Institutions	3
Free Electives	3
Major Electives	3
TOTAL	15

GRAND TOTAL	136
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MANAGEMENT & MARKETING

First Year

First Semester

BUAD 110	Business and Consumer Math	<i>or</i>	
MATH 120	Survey of Mathematics	<i>or</i>	
MATH 140	Pre-calculus		3
ENGL 114	English Composition I		3
HMNT 130	The Human Quest I: Man in Search of Self		3
MGMT200	Principles of Management		3
NOND 044	Orientation to Higher Education		0
PSYC 104	General Psychology	<i>or</i>	
SOCI 205	Family of Man		3
TOTAL			15

Second Semester

BIOL 110	Principles of Biology I		3
ENTR 206	Principles of Entrepreneurship		3
ENGL 115	English Composition II		3
HMNT 131	The Human Quest II: Man in Quest for Roots		3
HIST 214	History of Civilization	<i>or</i>	
HMNT 256	Thai Language & Culture		3
TOTAL			15

Inter Semester

RELB 104	Ethical Models	<i>or</i>	
RELT 210	History of Religious Tradition		2
RELB 120	Introduction to Sacred Literature	<i>or</i>	2
RELG 120	Introduction to Christian Philosophy		
SPCH 204	Fundamentals of Speech and Communication		2
TOTAL			6

Second Year

First Semester

ACCT 201	Accounting Principles I		3
ECON 201	Microeconomics		3
HMNT 230	The Human Quest III: Man and His Society		3
MATH 215	Statistics		3
MGMT320	Organizational Behavior		3
TOTAL			15

Second Semester

ACCT 202	Accounting Principles II		3
BUAD 205	Communication for Business		3
ECON 202	Macroeconomics		3
HMNT 231	The Human Quest IV: Man and His Destiny		3
MKTG 320	Consumer Behavior		3
TOTAL			15

Inter Semester

BUAD 250	Computer Business Applications		3
HMNT 210	Appreciation of Fine Arts	<i>or</i>	
HMNT 234	Literature and Civilization		2
SOCI 204	Marriage and Family	<i>or</i>	
SOCI 214	Home and Life Values		2
TOTAL			7

Third Year

First Semester

BUAD 320	Business Law		3
FINA 305	Business Finance		3
MGMT310	Managerial Accounting		3
MGMT355	Quality Management Systems		3
MKTG 300	Principles of Marketing		3
TOTAL			15

Second Semester

MGMT335	Human Resource Management		3
MGMT353	Management Information Systems		3
MGMT360	Operations Management		3
MKTG 325	Advertising & Marketing Communications		3
MKTG 330	Selling and Sales Management		3
TOTAL			15

Inter-semester

BUAD 485	Professional Internship	<i>or</i>	3
Free Electives			
Total			3

Fourth Year

First Semester

BUAD 425	Business Ethics & Relations		3
BUAD 499	Business Research Methods		3
MKTG 410	Issues in Marketing & Electronic Commerce		3
Core Electives			3
Free Electives/Major Electives			3
Total			15

Second Semester

BUAD 445	International Business		3
BUAD 498	Strategic Management		3
MKTG 435	International Marketing		3
MKTG 480	Marketing Management		3
MGMT415	Project Management		3
TOTAL			15

GRAND TOTAL			136
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PROGRAMS OF STUDY

MANAGEMENT & COMMUNICATION

First Year

First Semester

BUAD 110	Business and Consumer Math	<i>or</i>	
MATH 120	Survey of Mathematics	<i>or</i>	
MATH 140	Pre-calculus		3
ENGL 114	English Composition I		3
HMNT 130	The Human Quest I: Man in Search of Self		3
MGMT200	Principles of Management		3
NOND 044	Orientation to Higher Education		0
PSYC 104	General Psychology	<i>or</i>	
SOCI 205	Family of Man		3
TOTAL			15

Second Semester

BIOL 110	Principles of Biology		3
COMM270	Contemporary Communication Theories		3
ENGL 115	English Composition II		3
HIST 214	History of Civilization	<i>or</i>	
HMNT 131	The Human Quest II: Man in Quest for Roots		3
HMNT 256	Thai Language and Culture		3
TOTAL			15

Inter Semester

RELB 104	Ethical Models	<i>or</i>	
RELT 210	History of Religious Tradition		2
RELB 120	Introduction to Sacred Literature	<i>or</i>	
RELG 120	Introduction to Christian Philosophy		2
SPCH 204	Fundamentals of Speech and Communication		2
TOTAL			6

Second Year

First Semester

ACCT 201	Accounting Principles I		3
ECON 201	Microeconomics		3
HMNT 230	The Human Quest III: Man and His Society		3
MATH 215	Statistics		3
MGMT320	Organizational Behavior		3
TOTAL			15

Second Semester

ACCT 202	Accounting Principles II		3
BUAD 205	Communications for Business		3
ECON 202	Macroeconomics		3
HMNT 231	The Human Quest IV: Man and His Destiny		3
COMM390	Topics in Contemporary Communication		3
TOTAL			15

Inter Semester

BUAD 250	Computer Business Applications		3
HMNT 210	Appreciation of Fine Arts	<i>or</i>	
HMNT 234	Literature and Civilization		2
SOCI 204	Marriage and Family	<i>or</i>	
SOCI 214	Home and Life Values		2
TOTAL			7

Third Year

First Semester

BUAD 320	Business Law		3
FINA 305	Business Finance		3
MGMT310	Managerial Accounting		3
MGMT355	Quality Management Systems		3
MKTG 300	Principles of Marketing		3
TOTAL			15

Second Semester

COMM396	The Internet and Modern Media in Christian Communication		3
MGMT335	Human Resource Management		3
MGMT353	Management Information Systems		3
MGMT360	Operations Management		3
Core/Major Electives			3
TOTAL			15

Inter Semester

Core Electives	<i>or</i>		
Free Electives			3
TOTAL			3

Fourth Year

First Semester

BUAD 425	Business Ethics and Relations		3
BUAD 499	Business Research Methods		3
COMM477	Ethical issues in Communication		3
ENGL 436	Cross Cultural Communication		3
Major/Core Electives			3
TOTAL			15

Second Semester

COMM496	Seminar in Communication		3
BUAD 498	Strategic Management		3
MGMT415	Project Management		3
BUAD 445	International Business		3
Major/ Core Electives			3
TOTAL			15

GRAND TOTAL			136
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MARKETING & COMMUNICATION

First Year

First Semester

BUAD 110	Business and Consumer Math	<i>or</i>	
MATH 120	Survey of Mathematics	<i>or</i>	
MATH 140	Pre-calculus		3
ENGL 114	English Composition I		3
HMNT 130	The Human Quest I: Man in Search of Self		3
MGMT200	Principles of Management		3
NOND 044	Orientation to Higher Education		0
PSYC 104	General Psychology	<i>or</i>	
SOCI 205	Family of Man		3
TOTAL			15

Second Semester

BIOL 110	Principles of Biology		3
COMM270	Contemporary Communication Theories		3
ENGL 115	English Composition II		3
HMNT 131	The Human Quest II: Man in Quest for Roots		3
HIST 214	History of Civilization	<i>or</i>	
HMNT 256	Thai Language and Culture		3
TOTAL			15

Inter Semester

RELB 120	Introduction to Sacred Literature	<i>or</i>	
RELG 120	Introduction to Christian Philosophy		2
RELB 104	Ethical Models	<i>or</i>	
RELT 210	History of Religious Tradition		2
SPCH 204	Fundamentals of Speech and Communication		2
TOTAL			6

Second Year

First Semester

ACCT 201	Accounting Principles I		3
ECON 201	Microeconomics		3
HMNT 230	The Human Quest III: Man and His Society		3
MATH 215	Statistics		3
MKTG 300	Principles of Marketing		3
TOTAL			15

Second Semester

ACCT 202	Accounting Principles II		3
BUAD 205	Communications for Business		3
ECON 202	Macroeconomics		3
HMNT 231	The Human Quest IV: Man and His Destiny		3
MKTG 330	Selling and Sales Management		3
TOTAL			15

Inter Semester

BUAD 250	Computer Business Applications		3
HMNT 210	Appreciation of Fine Arts	<i>or</i>	
HMNT 234	Literature and Civilization		2
SOCI 204	Marriage and Family		2
SOCI 214	Home and Life Values	<i>or</i>	
TOTAL			7

Third Year

First Semester

BUAD 320	Business Law		3
FINA 305	Business Finance		3
MKTG 320	Consumer Behavior		3
MGMT360	Operations Management		3
Major Electives			3
TOTAL			15

Second Semester

COMM396	The Internet and Modern Media in Christian Communication		3
COMM390	Topics in Contemporary Communication		3
MGMT335	Human Resource Management		3
MKTG 325	Advertizing and Marketing Communication		3
MKTG 435	International Marketing		3
TOTAL			15

Inter Semester

Free Electives	<i>or</i>		
Major Electives			3
TOTAL			3

Fourth Year

First Semester

BUAD 425	Business Ethics and Relations		3
BUAD 499	Business Research Methods		3
COMM477	Ethical Issues in Communication		3
ENGL 436	Cross Cultural Communciation		3
MKTG 410	Issues in Marketing and Electronic Commerce		3
TOTAL			15

Second Semester

BUAD 445	International Business		3
BUAD 498	Strategic Management		3
ENGL 496	Seminar in Communication		3
MKTG 480	Marketing Management		3
Major/Free Electives			3
TOTAL			15

GRAND TOTAL

136

PROGRAMS OF STUDY

MANAGEMENT & OFFICE ADMINISTRATION

First Year

First Semester

BUAD 110	Business and Consumer Math <i>or</i>	
MATH 120	Survey of Mathematics <i>or</i>	
MATH 140	Pre-calculus	3
ENGL 114	English Composition I	3
HMNT 130	The Human Quest I: Man in Search of Self	3
MGMT200	Principles of Management	3
NOND 044	Orientation to Higher Education	0
PSYC 104	General Psychology <i>or</i>	
SOCI 205	Family of Man	3
TOTAL		15

Second Semester

BIOI 110	Principles of Biology	3
ENGL 115	English Composition II	3
ENTR 206	Principles of Entrepreneurship	3
HMNT 131	The Human Quest II: Man in Quest for Roots	3
HIST 214	History of Civilization <i>or</i>	
HMNT 256	Thai Language and Culture	3
TOTAL		15

Inter Semester

RELB 120	Introduction to Sacred Literature <i>or</i>	
RELG 120	Introduction to Christian Philosophy	2
RELB 104	Ethical Models <i>or</i>	
RELT 210	History of Religious Tradition	2
SPCH 204	Fundamentals of Speech and Communication	2
TOTAL		6

Second Year

First Semester

ACCT 201	Accounting Principles I	3
ECON 201	Microeconomics	3
HMNT 230	The Human Quest III: Man and His Society	3
MGMT320	Organizational Behavior	3
MATH 215	Statistics	3
TOTAL		15

Second Semester

ACCT 202	Accounting Principles II	3
BUAD 205	Communications for Business	3
ECON 202	Macroeconomics	3
HMNT 231	The Human Quest IV: Man and His Destiny	3
OFAD 104	Using Bus Technology	3
TOTAL		15

Inter Semester

BUAD 250	Computer Business Applications	3
HMNT 210	Appreciation of Fine Arts <i>or</i>	
HMNT 234	Literature and Civilization	2
SOCI 204	Marriage and Family <i>or</i>	
SOCI 214	Home and Life Values	2
TOTAL		7

Third Year

First Semester

BUAD 320	Business Law	3
FINA 305	Business Finance	3
MGMT310	Managerial Accounting	3
MKTG 300	Principles of Marketing	3
OFAD 154	Word Processing I	3
TOTAL		15

Second Semester

MGMT335	Human Resource Management	3
MGMT353	Management Information Systems	3
MGMT360	Operations Management	3
OFAD 153	Office Management	3
OFAD 261	Word Processing II	3
TOTAL		15

Inter Semester

Major Electives <i>or</i>		
Free Electives		3
TOTAL		3

Fourth Year

First Semester

BUAD 425	Business Ethics and Relations	3
BUAD 499	Business Research Methods	3
MGMT355	Quality Management Systems	3
OFAD 200	Document Production I	3
Free Electives		3
TOTAL		15

Second Semester

BUAD 445	International Business	3
BUAD 498	Strategic Management	3
MGMT415	Project Management	3
OFAD 361	Document Production II	3
Major Electives		3
TOTAL		15

GRAND TOTAL		136
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ACCOUNTING MINOR PROGRAM

Students enrolled in the Bachelor of Business Administration (BBA) program other than Accounting may obtain a minor in accounting by completing a further 15 credit points of accounting courses after successfully completing ACCT 201 (Accounting Principles I) and ACCT202 (Accounting Principles II)

Required Courses

(12 credits points)

ACCT301	Intermediate Accounting I (3)
ACCT302	Intermediate Accounting II (3)
ACCT321	Cost Accounting (3)
ACCT401	Advanced Accounting I (3)
	Elective in Accounting (3)

Students enrolled in degree programs other than business may obtain a minor in accounting by completing 21 credit points of accounting as follows:

ACCT201	Accounting Principles I (3)
ACCT202	Accounting Principles II (3)
ACCT301	Intermediate Accounting I (3)
ACCT302	Intermediate Accounting II (3)
ACCT321	Cost Accounting (3)
ACCT401	Advanced Accounting I (3)
	Elective in Accounting (3)

The elective in accounting (3 credit points) may be chosen from the following:

ACCT322	Management Accounting (3)
ACCT335	Accounting Information System (3)
ACCT402	Advanced Accounting II (3)
ACCT414	Financial Analysis and Reporting (3)
ACCT423	Accounting for Special Organizations (3)

MANAGEMENT AND ENTREPRENEURSHIP MINOR PROGRAM

Students enrolled in a Bachelor of Business Administration (BBA) other than Management and Entrepreneurship may obtain a minor in Management and Entrepreneurship by completing 15 credit points of Management and Entrepreneurship courses meeting the following requirements:

Required Courses

(6 credit points)

ENTR 206	Principles of Entrepreneurship (3)
MGMT320	Organization Behavior (3)

Elective Courses in Management and Entrepreneurship

(9 credit points)

Students may choose courses totaling 9 credit points from any courses listed under major requirements for Management and Entrepreneurship.

COMPUTER INFORMATION SYSTEMS MINOR PROGRAM

(18 credits points)

Students enrolled in a Bachelor of Business Administration (BBA) other than Computer Information Systems may obtain a minor in Minor in Computer Information Systems by completing 18 credit points of Computer Information Systems courses meeting the following requirements:

Pre-requisites are:

MATH140	Pre-calculus (3) (General Education Course)
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Required Courses

(18 credit points)

CIS104	Introduction to Computer Information Systems (3)
CIS210	Essentials of Computer Programming (3)
CIS214	Object Oriented Programming (3)
CIS351	Database Design (3)
CIS256	System Analysis and Design (3)
CIS240	Networking and Data Communication (3)

MARKETING MINOR PROGRAM

(18 credit points)

Students enrolled in the Bachelor of Business Administration with emphasis in Accounting, Computer Information Systems, Management and Entrepreneurship, Accounting and Finance, and Management and Communication, may obtain a minor in Marketing by completing an additional 18 credit hours marketing.

Required Courses

(15 credit points)

MKTG320 Consumer Behavior(3)
MKTG325 Advertizing and Marketing Communication (3)
MKTG380 Services Marketing (3)
MKTG435 International Marketing (3)
MKTG480 Marketing Management (3)

Elective in Marketing

(3 credit points)

may be chosen from the following:

MKTG330 Selling and Sales Management (3)
MKTG410 Issues in Marketing and Electronic Marketing (3)



FACULTY OF RELIGIOUS STUDIES

ACTING DEAN

Wann Fanwar, BLA, MPS, MTh, PhD

Faculty Members

Full-Time

Gerard Bernard, BA

Wann Fanwar, BLA, MPS, MTh, PhD

Part-Time

Johnny Wong, BA, MDiv

Ryan Ashlock, BA, MDiv

Christoph Berger, BA, MA, DMin

Adjunct

Kai Arasola, BA, MA, MTh, ThD

Kalervo Aromaki, BA, MDiv, MA

Ron Bissell, BA, MA, PhD

PROGRAMS AND COURSES

Bachelor of Arts in Christian Studies

- ◆ Major in Applied Theology
- ◆ Major in Religious Education
- ◆ Minor in Christian Studies



Bachelor of Arts in Christian Studies

The Bachelor of Arts in Christian Studies is a four-year full-time degree program which is offered with two majors.

The Applied Theology major is designed primarily to prepare ministers and other pastoral personnel for service in the Adventist Church in Southeast Asia and to provide a foundation for later specialized or graduate studies. The program is structured to develop the potential of the student by providing a biblical/theological, pastoral and spiritual framework which will assist the student to be effective in professional ministry.

The Religious Education major is an inter-disciplinary program integrating professional education studies with a core of theological and biblical studies. It is designed to prepare teachers and other professionals for Christian school settings or other related professional roles.

DEGREE STRUCTURE AND REQUIREMENTS FOR GRADUATION

Major in Applied Theology

Graduation requirements for a major in Applied Theology in the Bachelor of Arts in Christian Studies is a total of 128 credit points comprising 53 different courses. Thirty-five credit points relate to general studies, 87 credit points focus on specialized professional studies out of which 65 credit points are core subjects and 22 credit points concentrate in one of four cognate areas. A further 6 credit points are required as free electives. The student also needs to show proficiency in the areas covered by Orientation to Higher Education and will be required to take non-credit courses in any area of deficiency.

Further detail is outlined below:

Courses	Credit Points
Orientation to Higher Education	0
General Education	35
Core Subjects	65
• Biblical Studies	
• Historical Studies	
• Philosophical & Theological Studies	
• Church Ministry, Preaching and Practicum	
Cognate Area (ONE only)	22
• Biblical Languages	
• Pastoral Theology and Missions	
• Pastoral Care	
• Electives and In-depth Courses	
Free Electives	6
Total	128

SPECIFIC COURSE REQUIREMENTS

General Education Courses

(35 Credits Points)

Language Study

(6 credits points)

ENGL 114 English Composition I (3)

ENGL 115 English composition II (3)

Philosophy And Moral Values

(8 credit points)

EDUC 270 Philosophical Foundation of Education *or* (2)

RELE 250 Principles and Concepts of Adventist Education (2)

RELB 104 Ethical Models *or* (2)

RELG 120 Concepts of Christian Philosophy *or* (2)

HMNT 130 The Human Quest I: The Search for Roots (3)

HMNT 231 The Human Quest IV: Questions on Human Destiny *or* (3)

PHIL 101 Introduction to Philosophy (3)

One Course (minimum) from each of the following areas:

(21 credits points)

Behavioral Sciences

PSYC 104 General Psychology (3)

Humanities

CHIN 101 Listening and Speaking in Chinese I (2)

HIST 214 History of Civilization (3)

HMNT 210 Appreciation of Fine Arts (2)

HMNT 234 Literature and Civilization (2)

HMNT 256 Thai Language and Culture (3)

Science

BIOL 110 Principles of Biology (3)

Mathematics, Research and Study Skills

BUAD 110 Business and Consumer Math (3)

CPTR 105 Computers and Information Technology (3)

INFO 120 Research and Information Sources (3)

MATH 120 Survey of Mathematics (3)

MATH 215 Statistics (3)

Life Skills

FINA 103 Personal Budgeting and Finance (3)

HLED 118 Health and Wellness (3)

SOCI 204 Marriage and Family (2)

SOCI 214 Home and Life Values (2)

Orientation to Higher Education

(Non – credit courses)

NOND 044 Orientation to Higher Education (0)

*Or equivalent course as determined by the Faculty.

PROFESSIONAL COURSES IN APPLIED THEOLOGY

(87 Credits Points)

Core Courses

(65 Credits Points)

Biblical Studies

(15 credits points)

RELB 307 Introduction to the Old Testament (3)

RELB 345 Introduction to the New Testament *and* (3)

Any three of the following

RELB 160 Sources of Christian Faith (3)

RELB 260 The Law and the Writings (3)

RELB 351 Hebrew Prophets (3)

RELB 365 Epistles in the Early Christian Church (3)

RELB 420 Old Testament Apocalyptic Writings (3)

RELB 425 Christian Apocalyptic Writings (3)

RELB 496 Topics in Biblical Studies (3)

Historical Studies

(9 credits points)

RELH 270 Adventist Heritage and Mission *and* (3)

Any two of the following

RELH 325 History of Christianity I (3)

RELH 326 History of Christianity II (3)

RELH 390 Selected Topics in Church History (3)

Philosophical and Theological Studies

(12 credits points)

RELT 250 Fundamentals of Christian Beliefs (3)

RELM 280 Religions of South-East Asia and the World (3)

RELT 310 Biblical Theology (3)

RELT 455 Biblical Hermeneutics and Doing Theology in Asia (3)

Church Ministry Preaching and Practicums

(29 credits points)

RELP 308 Homiletics I (3)

RELP 309 Homiletics II (3)

RELP 310 Public Evangelism with Field Practicum (3)

RELP 360 Principles of Pastoral Ministry (3)

RELP 361 Pastoral Ministry Practicum (2)

RELP 377 Christian Worship and Music with Practicum (4)

RELP 386 Principles of Youth Ministry with Practicum (3)

RELP 476 Pastoral Care and Counseling with Clinical Practicum (4)

Any two of the following

RELP 201 Personal and Congregational Spirituality (2)

RELP 221 Christian Mission, Message, and Mandate (2)

RELP 222 Christian Apologetics (2)

RELP 223 Principles of Christian Mission (2)

Cognate Areas

(22 Credits Points)

Every student is expected to take a minimum of 15 credits within one of the following cognate areas with possible variations as approved by the faculty due to special needs or circumstances. The balance may be chosen from other cognates or listed electives. The regular cognate area for ministerial trainees in South-east Asia is Pastoral Theology and Missions.

Biblical Languages

- RELB 213 Elementary Hebrew (3)
- RELB 313 Intermediate Hebrew (3)
- RELB 221 Elementary Greek I (3)
- RELB 222 Elementary Greek II (3)
- RELB 321 Intermediate Greek I (3)
- RELB 322 Intermediate Greek II (3)
- RELB 481 Hebrew exegesis (3)
- RELB 482 Greek exegesis (3)

Pastoral Theology and Missions

- RELP 211 Introduction to Church Accounting (3)
- PSYC 215 Adult and Life-span Development (3)
- PSYC 244 Social Psychology (3)
- RELP 255 Church Leadership and Administration (3)
- PSYC 325 Introduction to Personality Theories (3)
- SOCI 333 Introduction to Community Development (3)
- SOCI 334 Advanced Community Development (3)
- PSYC 345 Cross Cultural Psychology (3)
- RELM 346 Communicating Religious Truth in Southeast Asia (3)
- RELT 360 Ministry and Message of E.G. White (3)
- RELP 366 Structure and Operation of the SDA Church (3)
- RELP 368 Advanced Health Issues and Health Evangelism (2)
- RELM 377 Interfaith Dialogue in Missions (3)
- RELP 378 Technology and Computer Applications for Pastors (3)
- RELP 380 Family Life Issues (3)
- RELP 395 Creative Christian Communication (3)
- RELM 420 Urban Ministry & Evangelism (3)
- RELM 446 Psychology of Religious Experience (3)
- RELT 474 Issues in Communicating the SDA Message (3)
- RELT 488 Seminar in Pastoral Ethics (2)
- RELM 491 Topics: Issues in Meeting Culture (3)
- RELP 494 Issues in Pastoral work (3)
- RELM 495 Selected Topics in Missiology (3)

Pastoral Care

- PSYC 214 Child and Adolescent Development (3)
- PSYC 215 Adult and Life-span Development (3)
- PSYC 244 Social Psychology (3)
- PSYC 325 Introduction to Personality Theories (3)
- PSYC 335 Sensation and Perception (3)
- RELP 380 Family Life Issues (3)
- RELM 446 Psychology of Religious Experience (3)
- RELP 488 Internship in Pastoral Care (1-3)
- RELP 490 Directed Reading in Pastoral Care (3)
- RELT 488 Seminar in Pastoral Ethics (2)

Electives and In-depth Courses

- MGMT200 Principles of Management (3)
- BIOL 211 Contemporary issues in Science and Bioethics (3)
- RELE 230 Introduction to Moral and Religious Education (2)
- RELP 235 Christian Salesmanship (2)
- RELT 290 Spiritual Formation and Methods of Devotion (2)
- MKTG 300 Principles of Marketing (3)
- HIST 305 History and Archaeology of the Middle East (3)
- RELT 340 Gender Issues in the Asian Context (3)
- RELB 347 Principles of Biblical Ethics for Contemporary Setting (3)
- ENGL 353 Sacred Literature (3)
- RELB 375 History of Christian Doctrinal Development (3)
- RELT 384 Folk Religion in Southeast Asia (3)
- RELT 390 Directed Reading in Spiritual Classics (1-2)
- RELP 396 The Internet and Modern Media in Evangelism (3)
- RELT 401 Hermeneutics (3)
- RELT 435 Pauline Theology (3)
- RELT481-3 Directed Reading in Religious Studies (1-3)
- RELT 486 Seminar in Adventist Theology (2)
- RELT 487 Selected Topics in Theology (3)
- RELT490-3 Senior Project (0-3)
- RELB 495 Study Tour of the Middle East (1-3)
- RELT 496 Selected Topics in Asian Religions (3)
- RELT 497 Seminar in Contemporary Theology (3)
- RELT 498 Directed Reading in Feminine Theology (1-3)

Note: Electives may also be taken from other cognate areas.

PROFESSIONAL COURSES IN RELIGIOUS EDUCATION

(87 Credit Points)

Core Courses

(68-72 Credit Points)

Biblical Studies

(15 Credits)

- RELB 307 Introduction to the Old Testament (3)
RELB 345 Introduction to the New Testament *and* (3)

Any three of the following

- RELB 160 Sources of Christian Faith (3)
RELB 260 The Law and the Writings (3)
RELB 351 Hebrew Prophets (3)
RELB 365 Epistles in the Early Christian Church (3)
RELB 420 Old Testament Apocalyptic Writings (3)
RELB 425 Christian Apocalyptic Writings (3)
RELB 496 Topics in Biblical Studies (3)

Historical Studies

(9 credit points)

- RELH 270 Adventist Heritage and Mission *and* (3)

Any two of the following

- RELH 325 History of Christianity I (3)
RELH 326 History of Christianity II (3)
RELH 390 Selected Topics in Church History (3)

Philosophical and Theological Studies

(12 credit points)

- RELM 280 Religions of South-East Asia and the World (3)
RELT 250 Fundamentals of Christian Beliefs (3)
RELT 310 Biblical Theology (3)
RELT 455 Biblical Hermeneutics and Doing Theology in Asia (3)

Concepts In Religious Education

(7 credit points)

- EDUC 260 Intro to Educational Professions *or*
PSYC 204 The Educational and Psychological Professions (3)
RELE 250 Principles and Concepts of Adv Education *or*
EDUC 270 Philosophical Foundations of Education (2)
EDUC 275 Introduction to Teaching Methods (2)

Educational Foundations and Techniques

(16 credit points)

- EDUC 220 Educational Psychology (3)
EDUC 330 Foundations of Education in South-East Asia *or*
EDUC 430 Legal and Ethical Aspects of Education (2)
EDUC 340 Introduction to Curriculum Development (2)
EDUC 375 Psychological Environment for Learning (3)
EDUC 390 Educational Measurement and Evaluation (3)
PSYC 324 Theories of Learning and Instruction (3)

Supervised Instruction in Religious Education

(7 credit points)

- EDUC 447 Methods of Teaching the Bible and Religion (2)
EDUC 498 Seminar: Microteaching/Workshop (1)
RELE 497 Student teaching in Religious Education (4)

Educational Specialization

(2-6 credit points)

- EDUC 355 Children's Literature (2)
EDUC 456 Organization and Administration of Schools (2)
EDUC 490 Seminar: Special Issues in Education (2)
Or other courses (including Theology courses) as approved by the Faculty

Cognate Areas and Electives:

(15-19 Credit Points)

Every student is expected to take a minimum of 15 credits within one of the following cognate areas with possible variations due to special circumstances or needs. The balance may be chosen from other cognates, electives, or applied theology courses as advised by the Faculty. The faculty may also arrange for a combination of courses in Biblical languages, Biblical studies, Dogmatic, Theology or Education/Psychology for those preparing for classroom teaching.

Teacher Certification Area

As required by the country or the Division of the Seventh-day Adventist Church or as advised.

Biblical Languages

- RELB 213 Elementary Hebrew (3)
RELB 313 Intermediate Hebrew (3)
RELB 221 Elementary Greek I (3)
RELB 222 Elementary Greek II (3)
RELB 321 Intermediate Greek I (3)
RELB 322 Intermediate Greek II (3)
RELB 481 Hebrew exegesis (3)
RELB 482 Greek exegesis (3)

Pastoral Theology and Missions

- REL 201 Personal and Congregational Spirituality (2)
- REL 211 Introduction to Church Accounting (3)
- PSYC 215 Adult and Life-span Development (3)
- REL 221 Christian Mission, Message, and Mandate (2)
- REL 222 Christian Apologetics (2)
- REL 223 Principles of Christian Mission (2)
- PSYC 244 Social Psychology (3)
- REL 255 Church Leadership and Administration (3)
- REL 308 Homiletics I (3)
- REL 309 Homiletics II (3)
- REL 310 Principles of Evangelism with Field Practicum (3)
- PSYC 325 Introduction to Personality Theories (3)
- SOCI 333 Introduction to Community Development (3)
- SOCI 334 Advanced Community Development (3)
- PSYC 345 Cross Cultural Psychology (3)
- RELM 346 Communicating Religious Truth in Southeast Asia (3)
- REL 360 Ministry and Message of E.G. White (3)
- REL 360 Principles of Pastoral Ministry (3)
- REL 361 Pastoral Ministry Practicum (2)
- REL 366 Structure and Operation of the SDA Church (3)
- REL 368 Advanced Health Issues and Health Evangelism (2)
- RELM 377 Interfaith Dialogue in Missions (3)
- REL 377 Christian Worship and Music with Practicum (4)
- REL 378 Technology & Computer Applications for Pastors (3)
- REL 380 Family Life Issues (3)
- REL 386 Principles of Youth Ministry with Practicum (3)
- REL 395 Creative Christian Communication (3)
- RELM 420 Urban Ministry & Evangelism (3)
- RELM 446 Psychology of Religious Experience (3)
- REL 474 Issues in Communicating the SDA Message (3)
- REL 476 Pastoral Care and Counseling with Clinical Practicum (4)
- REL 488 Seminar in Pastoral Ethics (2)
- RELM 491 Topics: Issues in Meeting Culture (3)
- REL 494 Issues in Pastoral work (3)
- RELM 495 Selected Topics in Missiology (3)

Pastoral Care

- PSYC 214 Child and Adolescent Development (3)
- PSYC 215 Adult and Life-span Development (3)
- PSYC 244 Social Psychology (3)
- PSYC 325 Introduction to Personality Theories (3)
- PSYC 335 Sensation and Perception (3)
- REL 380 Family Life Issues (3)
- RELM 446 Psychology of Religious Experience (3)
- REL 488 Internship in Pastoral Care (1-)
- REL 488 Seminar in Pastoral Ethics (2)
- REL 490 Directed Reading in Pastoral Care (3)

Electives and In-depth Courses

- MGMT 200 Principles of Management (3)
- BIOL 211 Contemporary issues in Science and Bioethics (3)
- RELE 230 Introduction to Moral and Religious Education (2)
- REL 235 Christian Salesmanship (2)
- REL 290 Spiritual Formation and Methods of Devotion (2)
- MKTG 300 Principles of Marketing (3)
- HIST 305 History and Archaeology of the Middle East (3)
- REL 340 Gender Issues in the Asian Context (3)
- RELB 347 Principles of Biblical Ethics for Contemporary Setting (3)
- ENGL 353 Sacred Literature (3)
- RELH 375 History of Christian Doctrinal Development (3)
- REL 384 Folk Religion in Southeast Asia (3)
- REL 390 Directed Reading in Spiritual Classics (1-2)
- REL 396 The Internet and Modern Media in Evangelism (3)
- REL 401 Hermeneutics (3)
- REL 435 Pauline Theology (3)
- REL481-3 Directed Reading in Religious Studies (1-3)
- REL 486 Seminar in Adventist Theology (2)
- REL 487 Selected Topics in Theology (3)
- REL490-3 Senior Project (0-3)
- RELB 495 Study Tour of the Middle East (1-3)
- REL 496 Selected Topics in Asian Religions (3)
- REL 497 Seminar in Contemporary Theology (3)
- REL 498 Directed Reading in Feminine Theology (1-3)

Note: Electives may also be taken from other cognate areas.

Minor Program

Students from other faculties may take the following minor:

Christian Studies

(18 credit points)

Required

(9 credit points)

2 Courses in Biblical Studies

1 Course in SDA doctrines or history

Electives

(9 credit points)

Approved electives from courses offered by the faculty



PROJECTED SEQUENCE OF CLASSES

First Year

Semester 1

ENGL 114	English Composition I	3
HMNT 130	The Human Quest I: Man in Search Self	3
NOND 044	Orientation to Higher Education	0
PHIL 101	Introduction to Philosophy	3
PSYC 104	General Psychology	3
REL 222	Christian Apologetics	2
TOTAL		14

Semester 2

CPTR 105	Computers and Information Technology	3
ENGL 115	English composition II	3
HMNT 256	Thai Language and Culture	3
INFO 120	Research and Information Sources	3
REL 201	Personal and Congregational Spirituality	2
TOTAL		14

Inter Semester

REL 104	Ethical Models	2
REL 250	Fundamentals of Christian Beliefs	3
TOTAL		4

Second Year

Semester 1

BIOL 110	Principles of Biology	3
HLED 118	Health and wellness	3
REL 160	Sources of Christian Faith	3
RELH 270	Adventist Heritage and Mission	3
REL 310	Biblical Theology	3
TOTAL		15

Semester 2

BUAD 110	Business and Consumer Math <i>or</i>	
MATH 120	Survey of Mathematics	3
REL 260	The Law and the Writings	3
REL 280	Religions of SE Asia and the World	3
REL 307	Introduction to the Old Testament	3
REL 360	Principles of Pastoral Ministry	3
TOTAL		15

Inter Semester

REL 361	Pastoral Ministry Practicum	2
REL481-3	Directed Reading in Religious Studies	1
TOTAL		3

Third Year

Semester 1

REL 345	Introduction to the New Testament	3
RELH 325	History of Christianity I	3
REL 346	Communicating Religious Truth in SEA	3
REL 308	Homiletics I	3
REL 386	Principles of Youth Ministry w Practicum	3
TOTAL		15

Semester 2

RELH 326	History of Christianity II	3
REL 309	Homiletics II	3
REL 377	Christian Worship and Music w Practicum	4
REL 395	Creative Christian Communication	3
REL 486	Seminar in Adventist Theology	2
TOTAL		15

Inter Semester

Fourth Year

Semester 1

REL 365	Epistles in the Early Christian Church	3
REL 491	Topics: Issues in Meeting Culture	3
REL 475	Pastoral Care and Counseling w Practicum	4
REL 455	Biblical Hermeneutics and Doing Theology in Asia	3
Free Electives		3
TOTAL		16

Semester 2

REL 446	Psychology of Religious Experience	3
REL 380	Family Life Issues	3
REL 490-3	Senior Project	2
REL 488	Seminar in Pastoral Ethics	2
Free Electives		3
TOTAL		14

GRAND TOTAL		128
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FACULTY OF EDUCATION AND PSYCHOLOGY

DEAN

Connie Meyer, BA, MEd, EdD

Faculty Members

Full-Time

Lalita Rohini Kurian, BLA, MA
Darrin Thomas, BA, MA
Ebenezer Asfaw Belete, BS, MEd

Part-Time

Surapee Silapachan, BS, MA, PhD

Adjunct

Cedric Grieve, BEd, MEd, PhD
Lana Hibbard, BEd, Dip Ed, MEd
Peter Beamish, BEd, MEd Stud, PhD

PROGRAMS AND COURSES

Bachelor of Arts in Psychology and Education

◆ Minor in Psychology

◆ Minor in Education

Graduate Diploma in Teacher Education

Master of Education (TESOL)

Master of Education (Teaching)

SDA Basic Teaching Certification



Bachelor of Arts in Psychology and Education

The disciplined study of the mind and human behavior is fundamental for an effective understanding of the function and development of the family, the school, society, and indeed, the world. The bachelor's degree in Psychology and Education is designed primarily for an educational setting.

Theoretical courses provide the basic conceptual foundation for professional skill development in specific areas. The understanding of the discipline is further enhanced by observation, research, and internships that enable the student to participate as a teacher in an elementary or secondary school setting. Students from other departments could also minor in either psychology or education, thus enhancing marketability and flexibility in their career development.

The program develops skills that are helpful in other settings by giving an in-depth understanding of psychology that assists in human resource development, educational testing and measurement, pastoral care, and related fields of social service.

The program also provides a sound foundation for later specialization and graduate study in either Psychology or Education.

DEGREE STRUCTURE AND REQUIREMENTS FOR GRADUATION

For the BA (Psychology and Education) degree, 140 credit points are required comprising 52 different courses. Thirty-five courses (91 credit points) focus on specialized studies in the discipline while the balance (40 credit points) relate to general studies. Of the 35 specialized courses, 13 concern core psychology studies (50 credit points), while 15 courses (50 credits) focus on core education studies which comprise twin concentrations. A further 7 courses (21 credit points) serve as integrative studies in educational psychology. Orientation to Higher Education courses and Professional Development courses which do not count for credit may also be required.

Further detail is outlined below:

Courses	Credit Points
General Education	34
Core Studies in Psychology	44
Core Studies in Education	56
Integrative Education Psychology Courses (If credits are added in this category, it will exceed 140)	
Free Elective	6
Total	140

SPECIFIC COURSE REQUIREMENTS

Pattern A

General Education (34 credits points)

CONCENTRATION COURSES IN PSYCHOLOGY (50)

Core Courses	20
Professional and Applied Studies in Psychology	30

CONCENTRATION COURSES IN EDUCATION (50)

Educational Foundations	7
Curriculum Courses	10
Professional Methods Courses	31
Educational Electives	2

FREE ELECTIVES 6

TOTAL CREDITS REQUIRED FOR DEGREE 140

Pattern B

General Education (34 credits points)

CONCENTRATION COURSES IN PSYCHOLOGY (44)

Core Courses	17
Professional and Applied Studies in Psychology	27

CONCENTRATION COURSES IN ELEMENTARY EDUCATION (56)

Educational Foundations	7
Curriculum Courses	10
Professional Methods Courses	31
Educational Electives	8

FREE ELECTIVES 6

TOTAL CREDITS REQUIRED FOR DEGREE 140

COURSE REQUIREMENTS

General Education

(34 Credit Points)

Philosophy and Moral Values*

(Choose 12 credit points)

HMNT 130	The Human Quest I: The Search for Self (3)
HMNT 131	The Human Quest II: The Search for Roots (3)
HMNT 230	The Human Quest III: The Individual and Society 3
HMNT 231	The Human Quest IV: Questions of Destiny (3)
RELB 104	Ethical Models (2)
RELB 120	Introduction to Sacred Literature (2)
RELG 120	Concepts of Christian Philosophy (2)
SOCI 204	Marriage and Family (2)
SOCI 214	Home and Life Values (2)

Science and Mathematics

(6 credit points)

BIOL 110	Principles of Biology (3)
MATH 120	Survey of Mathematics (3)

Language and Culture

(11 credit points)

ENGL 114	English Composition I(3)
ENGL 115	English Composition II (3)
SPCH 204	Fundamentals of Speech and Communication (2)
HMNT 256	Thai Language and Culture (3)

Information Sciences

(3 credit points)

CPTR 105	Computers and Information Technology (3)
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Humanities

(2 credit points)

HMNT 210	Appreciation of Fine Arts <i>or</i> (2)
HMNT 234	Literature and Civilization <i>or</i>
HIST 214	History of Civilization

Orientation To Higher Education

NOND 044	Orientation to Higher Education (0)
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*Other equivalent alternative General Education Courses may be substituted for those listed above with the permission of the Dean or depending on the

constraints of course schedules. General Education course equivalents are listed in the course description section of this document.

PATTERN A

CONCENTRATION COURSES IN PSYCHOLOGY

(50 Credit Points)

Core Courses

(20 Credit Points)

General and Socio-cultural Psychology

(8 credit points)

- PSYC 104 General Psychology (3)
- PSYC 244 Social Psychology (3)
- PSYC 345 Cross-Cultural Psychology (2)

Human Development

(6 credit points)

- PSYC 214 Child and Adolescent Development (3)
- PSYC 215 Adult and Life-span Development (3)

Cognitive Psychology

(Choose 6 credit points)

- PSYC 234 Cognitive Psychology (3)
- PSYC 235 Biological Psychology (3)
- PSYC 335 Sensation and Perceptions (3)

Professional and Applied Studies in Psychology

(30 Credits Points)

In-Depth Courses and Electives

(18 credit points)

- PSYC 355 Introduction to Psychological Testing (3)
- PSYC 496 Seminar: Topics in Psychology (*May be taken for up to 6 credits*) (2)
- PSYC 495 Observation, Internship and Field Experience *or*
- PSYC 497 Senior Project in Psychology (*May be taken for variable credit*) (1)

Choose four of the following:

- PSYC 315 Psychology and the Education of the Exceptional Child (3)
- PSYC 325 Introduction to Personality Theories (3)
- PSYC 334 History and Systems of Psychology (3)
- PSYC 425 Fundamentals of Guidance and Counseling (3)
- PSYC 454 Educational and Vocational Planning & Counseling (3)
- PSYC 480 Ethics and Issues in Psychology (3)
- PSYC 490 Seminar in Special Issues (3)

Applied Studies In Psychology & Education

(12 credit points)

- EDUC 220 Educational Psychology (3)
- MATH 215 Statistics (3)
- PSYC 354 Research Design for Psychology and Education (3)

Choose one of the following:

- PSYC 375 Psychological Environment for Learning (3)
- PSYC 324 Theories of Learning and Instruction (3)

Concentration Courses in Education

(50 credit points)

Educational Foundations

(7 credit points)

- EDUC 260 Introduction to Educational Professions with Field Experience *or*
- PSYC 204 The Educational and Psychological Professions (2)
- EDUC 270 Philosophical Foundations of Education *or*
- RELE 250 Principles and Concepts of Adventist Education (2)
- EDUC 430 Social, Legal and Ethical Aspects of Education in Southeast Asia (3)

Curriculum Courses

(Choose 10 credit points)

- EDUC 275 Introduction to Teaching Methods (2)
- EDUC 285 Computers and Technology in the Classroom (2)
- EDUC 340 Introduction to Curriculum Development (2)
- RELE 230 Introduction to Moral and Religious Education (2)
- EDUC 380 Pre-school and Kindergarten Education *or*
- EDUC 440 Teaching in the Multicultural Setting (2)

Professional Methods Courses

(31 credit points)

- EDUC 364 Language Acquisition and Development (3)
- EDUC 390 Educational Measurement and Evaluation (3)
- EDUC 384 Behavior Management in the School & Classroom (3)
- EDUC 297 Teaching Practicum I: Observation and Field Experience (2)
- EDUC 397 Teaching Practicum II: Intermediate Teaching Experience (2)
- EDUC 497 Student Teaching Internship (6)

Choose six of the following:

- EDUC 444 Methods of Teaching Language and Reading (2)
- EDUC 445 Methods of Teaching Mathematics (2)
- EDUC 446 Methods of Teaching Social Sciences (2)
- EDUC 447 Methods of Teaching the Bible and Religion (2)
- EDUC 448 Methods of Teaching Creative Arts (2)
- EDUC 449 Methods of Teaching Physical Education (2)
- EDUC 450 Methods of Teaching Music in the Classroom and the School (2)

Educational Electives

(choose 2 credit points)

- EDUC 355 Children's Literature *or* (2)
- EDUC 456 Organization and Administration of Schools *or* (2)
- EDUC 490 Seminar: Special Issues in Education (2)

PATTERN B

CONCENTRATION COURSES IN PSYCHOLOGY

(44 Credit Points)

Core Courses

(17 Credits Points)

General and Socio-cultural Psychology (8 credit points)

- PSYC 104 General Psychology (3)
PSYC 244 Social Psychology (3)
PSYC 345 Cross-cultural Psychology (2)

Human Development

(3 credit points)

- PSYC 214 Child and Adolescent Development (3)

Cognitive Psychology

(Choose 6 credit points)

- PSYC 234 Cognitive Psychology (3)
PSYC 235 Biological Psychology (3)
PSYC 335 Sensation and Perceptions (3)

Professional and Applied Studies in Psychology (27 Credits)

Depth Courses and Electives

(15 credit points)

- PSYC 355 Introduction to Psychological Testing (3)
PSYC 496 Seminar: Topics in Psychology (*May be taken for up to 6 credits*) (2)
PSYC 495 Observation, Internship and Field Experience or
PSYC 497 Senior Project in Psychology (*May be taken for variable credit*) (1)

Choose three of the following:

- PSYC 215 Adult and Life-span Development (3)
PSYC 315 Psychology and the Education of the Exceptional Child (3)
PSYC 325 Introduction to Personality Theories (3)
PSYC 334 History and Systems of Psychology (3)
PSYC 425 Fundamentals of Guidance and Counseling (3)
PSYC 454 Educational and Vocational Planning & Counseling (3)
PSYC 480 Ethics and Issues in Psychology (3)

Applied Studies in Psychology and Education

(12 credit points)

- EDUC 220 Educational Psychology (3)
MATH 215 Statistics (3)
PSYC 354 Research Design for Psychology and Education (3)

Choose one of the following:

- PSYC 375 Psychological Environment for Learning (3)
PSYC 324 Theories of Learning and Instruction (3)

Concentration Courses in Elementary Education

(56 credit points)

Educational Foundations

(7 credit points)

- EDUC 260 Introduction to Educational Professions with Field Experience *or*
PSYC 204 The Educational and Psychological Professions (2)
EDUC 270 Philosophical Foundations of Education *or*
RELE 250 Principles and Concepts of Adventist Education (2)
EDUC 430 Social, Legal and Ethical Aspects of Education in SE Asia (3)

Curriculum Courses

(Choose 10 credit points)

- EDUC 275 Introduction to Teaching Methods (2)
EDUC 285 Computers and Technology in the Classroom (2)
EDUC 340 Introduction to Curriculum Development (2)
RELE 230 Introduction to Moral and Religious Education (2)
EDUC 380 Pre-school and Kindergarten Education *or*
EDUC 440 Teaching in the Multicultural Setting (2)

Professional Methods Courses

(31 credit points)

- EDUC 364 Language Acquisition and Development (3)
EDUC 390 Educational Measurement and Evaluation (3)
EDUC 384 Behavior Management for the School & Classroom (3)
EDUC 297 Practicum I: Observation and Field Experience (2)
EDUC 397 Practicum II: Intermediate Teaching Experience (2)
EDUC 497 Student Teaching Internship (6)

Choose six of the following:

- EDUC 443 Methods of Teaching Science (2)
EDUC 444 Methods of Teaching Language and Reading (2)
EDUC 445 Methods of Teaching Mathematics (2)
EDUC 446 Methods of Teaching Social Sciences (2)
EDUC 447 Methods of Teaching the Bible and Religion (2)
EDUC 448 Methods of Teaching Creative Arts (2)
EDUC 449 Methods of Teaching Physical Education (2)
EDUC 450 Methods of Teaching Music in the Classroom and the School (2)

Educational Electives

(8 credit points)

- EDUC 355 Children's Literature (2)
EDUC 354 Mathematics for the Elementary School (2)
EDUC 353 General Science for the Elementary School (2)

Choose one of the following:

EDUC 456 Organization and Administration of Schools or (2)
EDUC 490 Seminar: Special Issues in Education (2)

Free Electives (6)

Students are permitted to choose any course that is offered at the University.

Minor Programs

Students from other faculties may take the following minors:

Education

For an Education Minor, a minimum 18 credit points are required:

Required Courses

EDUC 270 Philosophical Foundations of Education *or*
RELE 250 Principles and Concepts of Adventist Education (2)
EDUC 220 Educational Psychology (3)
EDUC 390 Educational Measurement and Evaluation (3)
EDUC 340 Introduction to Curriculum Development (2)
EDUC 275 Introduction to Teaching Methods (2)

Elective Courses:

Approved electives from Education Concentration courses as recommended by the Dean. (6)

Psychology

Required Courses

PSYC 214 Child and Adolescent Development (3)
PSYC 215 Adult and Life-span Development (3)
PSYC 334 History and Systems of Psychology (3)

Elective Courses:

Approved electives from Psychology Concentration courses as recommended by the Dean. (9)

PROJECTED SEQUENCE OF CLASSES

First Year

First Semester

BIOL 110 Principles of Biology	3
ENGL 114 English Composition I	3
HMNT 130 The Human Quest I: The Search for Self	3
HMNT 210 Appreciation of Fine Arts <i>or</i>	
HMNT 234 Literature and Civilization <i>or</i>	
HIST 214 History of Civilization	2
NOND 044 Orientation to Higher Education	0
PSYC 104 General Psychology	3
TOTAL	14

Second Semester

CPTR 105 Computers and Information Technology	3
ENGL 115 English Composition II	3
HMNT 131 The Human Quest II: The Quest for Roots	3
HMNT 256 Thai Language and Culture	3
MATH 120 Survey of Mathematics	3
TOTAL	15

Inter Semester

EDUC 220 Educational Psychology	3
EDUC 297 Teaching Practicum I: Observation & Field Exp	2
SPCH 204 Fundamentals of Speech & Communication	2
TOTAL	7

Second Year

First Semester

EDUC 270 Philosophical Foundations of Education <i>or</i>	
RELE 250 Principles and Concepts of Adventist Education	2
EDUC 260 Introduction to the Educational Professions with Field Experience <i>or</i>	
PSYC 204 The Education and Psychological Professions	2
HMNT 230 The Human Quest III: The Individual & Society	3
MATH 215 Statistics	3
PSYC 214 Child and Adolescent Development	3
PSYC 234 Cognitive Psychology	3
TOTAL	16

PROGRAMS OF STUDY

Second Semester

EDUC 275	Introduction to Teaching Methods	2
EDUC 285	Computers and Technology in the Classroom	2
HMNT 231	The Human Quest IV: Questions of Human Destiny	3
PSYC 235	Biological Psychology	3
PSYC 244	Social Psychology	3
RELE 230	Introduction to Moral & Religious Education	2
TOTAL		15

Inter Semester

EDUC 364	Language Acquisition and Development	3
EDUC 449	Methods of Teaching Physical Education	2
PSYC 324	Theories of Learning and Teaching <i>or</i>	
PSYC 375	Psychological Environment for Learning	3
TOTAL		8

Third Year

First Semester

EDUC 340	Introduction to Curriculum Development	2
EDUC 390	Educational Measurement and Evaluation	3
EDUC 380	Pre-school and Kindergarten Education <i>or</i>	
EDUC 440	Teaching in a Multicultural Setting	2
EDUC 354	Mathematics for the Elementary School <i>or</i>	
	Psychology Elective (For Pattern A)	2
PSYC 315	Psychology and the Education of the Exceptional Child	3
PSYC 354	Research Design for Psychology & Education	3
TOTAL		15

Second Semester

EDUC 430	Social, Legal and Ethical Aspects of Education In Southeast Asia	3
EDUC 384	Behaviour Management for the School and Classroom	3
PSYC 345	Cross-cultural Psychology	2
EDUC 353	General Science for the Elementary School <i>or</i>	
	Psychology Elective (Pattern A)	2
EDUC 445	Methods of Teaching Mathematics and Science	2
	Free Elective Course	3
TOTAL		15

Inter Semester

EDUC 456	Organization and Administration of Schools <i>or</i>	
EDUC 490	Seminar: Special Issues in Education	2
EDUC 355	Children's Literature <i>or</i>	
	Psychology Elective (Pattern A)	2
EDUC 444	Methods of Teaching Language and Literature	2
EDUC 397	Practicum II: Intermediate Teaching Experience	2
TOTAL		8

Fourth Year

First Semester

EDUC 497	Student Teaching Internship (Commences – two weeks prior to semester and runs for 10 weeks)	6
PSYC 480	Ethics and Issues in Psychology and Education	3
PSYC 496	Seminar: Topics in Psychology	2
PSYC 497	Senior Project in Psychology	1
TOTAL		12

Second Semester

EDUC 446	Methods of Teaching Social Science	2
EDUC 448	Methods of Teaching Creative Arts	2
PSYC 355	Introduction to Psychological Testing	3
	Psychology Elective	3
	One Methods Course Elective	
	Free Electives	2
TOTAL		15

GRAND TOTAL 140

MUSIC EDUCATION STUDIES

Music Minor

(18 credit points)

Core Required:

MUCT 121	Music Theory I (3)
MUCT 122	Music Theory II (3)
MUHL 321	History of Western Music (2)
MUHL 322	History of Western Music II (2)
MUPF 110/111	Applied Music (4)
MUPF 380	Basic Conducting (2)
MUPF 300	Piano Proficiency (0)

Ensemble Electives:

2 credit points from the following:

MUPF 270	Choral Performance (1)
MUPF 275	Chamber Choir/String Orchestra (1)
MUPF 280	Ensemble/Introduction to Singing (1)

Music Electives:

2 credit points from the following:-

MUED 370	Piano Pedagogy (2)
MUED 390	Classroom Music Methods (2)
RELP 376	Christian Worship and Music (3)

Music Study For Credit

Students may undertake music study in two ways. They may register for the 18 credit point minor in Music. This involves a number of theory and musicology classes as well as performance classes.

Alternatively students who meet the performance or skill prerequisites may enrol for credit in the Choral Performance or Music Ensemble classes. These classes require participation in University organized choral groups or wind or string ensemble groups.

Private Tuition

Student may also apply to participate in the choral groups and/or the music ensembles on a non-credit basis. Such participation requires the permission of the relevant director and a commitment from the student to attend regularly and be available to participate in public performances.

Keyboard, instrumental or voice tuition may also be arranged through the music coordinator on a private tuition basis as per the following:

- 1 A limited number of appropriately qualified faculty and /or students are available to provide piano lessons for University students who need them.
- 2 University students desiring music tuition on a non-credit basis will need to pay to the University Finance Office 800 Baht per month in advance for four half-hour music lessons (200 Baht per lesson). For a student who wishes to take a one-hour lesson the monthly fee is 1200 Baht. The monthly fee also includes access to the piano practice studios (100 Baht per week) but does not include music books.
- 3 Priority will be given to those students who wish to prepare for recognised mu-

sic examinations such as those conducted by the Royal School of Music or the Trinity University of Music.

- 4 Students will need to make arrangements for music tuition with the Music Studies Coordinator. They will also need to make bookings for their practice times with the Coordinator.
- 5 Music teachers will not provide lessons to students who have not paid in advance. The receipt of payment from the Finance Office must be presented to the teacher.
- 6 The Music Coordinator or designee will coordinate the teaching schedule and the assigning of students and teachers and arrange the supervision of the piano practice studios.
- 7 Students from campus families or from the community but who are not University students will need to arrange music tuition on a private basis with music teachers. These arrangements shall not be handled through the University Office. Access to the University's practice studios will, however, need to be arranged through the Music Education Coordinator. A weekly fee of 100 Baht will apply. This will need to be paid at the finance Office for periods of one month in advance.



FACULTY OF SCIENCE

DEAN

John Perumal, BLA, MS, PhD

Faculty Members

Full-Time

Chew Sze Ted, BS, MD

Elvin Walembe, BSc, MSc

Joy C Kurian, BLA, MA, MSW, PhD, DSc

Kamolnan Taweeyanyongkul, BSc, MSc, PhD

Kari Cheney, BS, MS

Martin Bredenkamp, BSc, BSc Hons, MSc, DSc

Monte Cheney, BS, MS, MS

PROGRAMS AND COURSES

Bachelor of Science in Biology

Minor in Biology



Bachelor of Science in Biology

The Bachelor of Science in Biology degree prepares graduates for a wide range of careers. The courses that comprise the degree provide graduates with an appropriate foundation to teach science, particularly biology at either elementary or secondary schools. Graduates are also equipped with the skills to pursue research in biological, environmental, or medical science fields. The degree provides a thorough preparation of students who wish to proceed to further study in biology, environmental science, medicine, dentistry or other health related graduate or professional programs. A distinctive feature of the program is its emphasis on values and the philosophical issues underlying the study of biology.

DEGREE STRUCTURE AND REQUIREMENTS FOR GRADUATION

The Biology major includes General Education, Specialized areas and Free electives. 37 credit points are related to General Education studies. 93 credit points focus on specialization studies in Biology, related science and mathematics cognates and a minor selected by the student. The 51 credit points in the major include 36 credit points required for all students and 15 elective credit points. All students are required to complete 27 credit points of cognates and each student may choose a minor from the list of approved minors offered by the University (except a biology minor) for an additional minimum of 15 credit points. A further 6 credit points are free electives which a student may choose from any courses offered by the University.

COURSES	CREDIT POINTS
General Education	37
· Philosophy and Moral Values Courses (12)	
· Language Study (8)	
· Health and Social Sciences (6)	
· Humanities (5)	
· Science and Mathematics (3)	
· Information Sciences (3)	
Specialized Areas	93
· Biology Major (51)	
· Biology Major Cognate (27)	
· Minor (15)	
Free Electives	6
TOTAL	136

SPECIFIC COURSE REQUIREMENTS

Biology Major Degree Structure (136 Credit Points)

General Education Courses (37 Credit Points)

Philosophy & Moral Values (12 credit points)

HMNT 130 The Human Quest I: The Quest for Roots (3)
 HMNT 131 The Human Quest II: The Search for Self (3)
 HMNT 230 The Human Quest III: The Individual & Society (3)
 HMNT 231 The Human Quest IV: Questions of Human Destiny (3)
 SOCI 204 Marriage & Family (2)
 RELB 120 Introduction to Sacred Literature (2)
 Or equivalent courses outline by Deans Council

One of the following:

RELB 104 Ethical Models (2) *or*
 EDUC 270 Philosophical Foundations of Education (2) *or*
 RELE 250 Principles & Concepts of Adventist Education (2)

Language Study (8 credit points)

ENGL 114 English Composition I (3)
 ENGL 115 English Composition II (3)
 SPCH 204 Fundamentals of Speech & Communication (2)

Health & Social Sciences: (6 credit points)

HLED 118 Health & Wellness (3)
 PSYC 104 General Psychology (3)

Humanities: (5 credit points)

CHIN 101 Listening & Speaking in Chinese I (2) or (3)
 ENGL 260 Survey of English Literature I (3)
 HIST 214 History of Civilization (3)
 HMNT 210 Appreciation of the Fine Arts (2)
 HMNT 234 Literature & Civilization (2)
 HMNT 256 Thai Language & Culture (3)

Science & Mathematics: (3 credit points)

MATH 215 Statistics (3)

Information Science: (3 credit points)

CPTR 105 Computers and Information Technology or (3)
 CIS 104 Introduction to Computer Information Systems (3)

Orientation To Higher Education

NOND 044 Orientation to Higher Education (0)
 *Or equivalent courses as listed by the faculty

Specialized Courses (93 Credit Points)

A. Major (51 Credit Points)

Foundation (8 credit points)

BIOL 151 General Biology I (4)
 BIOL 152 General Biology II (4)

Advanced (14 credit points)

BIOL 321 Cell & Molecular Biology (4)
 BIOL 322 Genetics (4)
 BIOL 333 General Microbiology (3)
 BIOL 367 General Ecology (3)

Research & Career Application (9 credit points)

BIOL 386 Research Methods I (3)
 BIOL 387 Research Methods II (3)
 BIOL 486 Directed Research I *or* (3)
 BIOL 480 Internship (3)

Integrated Capstone (5 credit points)

BIOL 456 Philosophy of Science (3)
 BIOL 496 Seminar: Bioethics (2)

Major Electives (15 credit points)

In order to provide additional breadth as well as depth, electives must include one course from each of the following four categories: Animal Biology, Environmental Biology, Functional Biology and Plant Biology. A course may be used to fulfill more than one category. After the category requirement is fulfilled remaining electives may be chosen from any of the five areas.

Animal Biology

BIOL 345 Vertebrate Natural History (3)
 BIOL 346 Mammalogy (3)
 BIOL 347 Entomology (3)
 BIOL 348 Ornithology (3)
 BIOL390/490 Topics (1-4)

Environmental Biology

BIOL 363 Aquatic Biology (3)
 BIOL 365 Field Ecology (3)
 BIOL 369 Tropical Marine Biology (3)
 BIOL 373 Economic Botany (3)
 BIOL 473 Medicinal Plants (3)
 ENVR 305 Environmental Conservation (3)
 BIOL390/490 Topics (1-4)

Functional Biology

BIOL 335 Parasitology (3)
 BIOL 337 Immunology (3)
 BIOL 375 Plant Tissue Culture (3)
 BIOL 446 Animal Physiology (3)
 BIOL 476 Plant Physiology (3)
 BIOL390/490 Topics (1-4)

Plant Biology

BIOL 377 Systematic Botany (3)
 BIOL 379 Flora of Southeast Asia (3)
 BIOL390/490 Topics (1-4)

Other

BIOL 336 Mycology (3)
 BIOL 422 Molecular Biology Techniques (3)
 BIOL 457 Current Issues in the Life Sciences (3)
 BIOL 480 Internship (1-12)
 BIOL 487 Directed Research II (3)
 BIOL 390/490 Topics (1-4)

B. Major Cognates

(27 Credit Points)

CHEM 151 General Chemistry I (4)
 CHEM 152 General Chemistry II (4)
 CHEM 311 Organic Chemistry I (4)
 CHEM 312 Organic Chemistry II (4)
 MATH 241 Calculus for Life & Social Sciences (3)
 PHYS 251 General Physics I (4)
 PHYS 252 General Physics II (4)

C. Minor

(15 credit points)

The student may select a minor from the list of approved minors (except biology). Free electives may count towards a minor that requires more than 15 credits. A minor is intended to complement and enhance the major in order to provide better career preparation. For example, a student who plans to teach would be advised to select an Education Minor, while a student who plans to enter graduate or professional school may choose an English minor and a student who wants to pursue a career in biotechnology may elect to take business as a minor.

Free Electives

(6 credit points)

Courses may be selected from any course offered by the University.

Biology Minor Degree Structure

(18 Credit Points)

Required

BIOL 151 General Biology I (4)
 BIOL 152 General Biology II (4)

Electives

BIOL and ENVR Electives (10 credit points)

PROJECTED SEQUENCE OF CLASSES

First Year

First Semester

BIOL 151 General Biology I	4
ENGL 114 English Composition I	3
HLED 118 Health & Wellness	3
NOND 044 Orientation to Higher Education	0
GE or Free Elective or Minor*	5
TOTAL	15

Second Semester

BIOL 152 General Biology II	4
CPTR 105 Computers & Information Technology	3
ENGL 115 English Composition II	3
MATH 241 Calculus for Life & Social Sciences	3
GE or Free Elective or Minor*	2
TOTAL	15

Inter Semester

SPCH 204 Fundamentals of Speech	2
GE or Free Elective or Minor*	5
TOTAL	7

*GE or Free Elective or Minor includes Philosophy & Moral Values and Humanities GE; other GE courses are specified.

Second Year

First Semester

CHEM 151 General Chemistry I	4
PHYS 251 General Physics I	4
PSYC 104 General Psychology	3
BIOL Elective	3
TOTAL	14

Second Semester

BIOL 333 General Microbiology	3
CHEM 152 General Chemistry II	4
MATH 215 Statistics	3
PHYS 252 General Physics II	4
TOTAL	14

Inter Semester

BIOL 367 Ecology	3
BIOL Elective	3
TOTAL	6

Third Year

First Semester

BIOL 386 Research Methods I	3
CHEM 311 Organic Chemistry I	4
BIOL 321 Cell & Molecular Biology	4
GE or Free Elective or Minor*	3
TOTAL	14

Second Semester

BIOL 387 Research Methods II	3
CHEM 312 Organic Chemistry II	4
BIOL 322 Genetics	4
GE or Free Elective or Minor*	3
TOTAL	14

Inter Semester

BIOL 486 Dir Research or BIOL 480 Internship	3
BIOL Elective	3
TOTAL	6

*GE or Free Elective or Minor includes Philosophy & Moral Values and Humanities GE; other GE courses are specified.

Fourth Year

First Semester

BIOL 456 Philosophy of Science	3
BIOL Elective	3
GE or Free Elective or Minor*	10
TOTAL	16

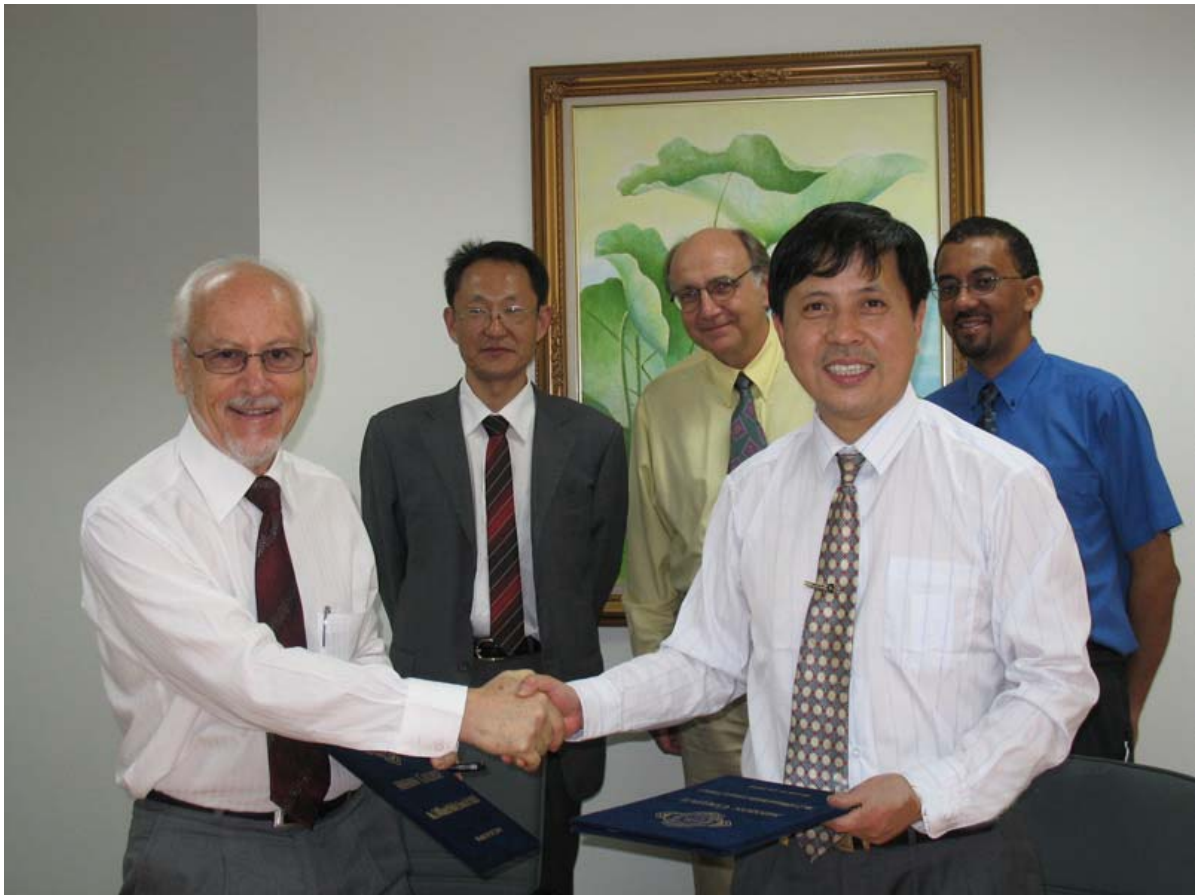
Second Semester

BIOL 496 Seminar: Bioethics	2
BIOL Elective	3
GE or Free Elective or Minor*	10
TOTAL	15

*GE or Free Elective or Minor includes Philosophy & Moral Values and Humanities GE; other GE courses are specified.

BIOL 215 Careers in Biology	1
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International Study Options
Offered Through
Asia-Pacific International University
Partnership Programs



International Study Options

ASIA-PACIFIC INTERNATIONAL UNIVERSITY-AVONDALE:

STUDY PROGRAMS FOR ARTS AND SCIENCE STUDENTS

Avondale College, New South Wales, Australia and Asia-Pacific International University have entered into an academic partnership agreement that permits qualified students in selected programs in the Faculty of Arts and the Faculty of Science to enter into the second year of Avondale's three-year degree programs. The majors offered under this partnership program are as follows:

Bachelor of Arts:

Communication
Geography
History
International Development Studies
Music
Visual Arts

Bachelor of Science:

Chemistry
Physics
Biomedical Science (Pathology)

The agreement between the two institutions enables students who wish to study in Australia for an Australian award to meet their English proficiency requirements and under-

take the first part of their degree studies at Asia-Pacific International University on a much more economical basis than undertaking the whole program of studies in Australia. The arrangement provides an initial program of studies to students in an international setting. Students benefit from a learning experience in a supportive nurturing international environment in an Asian context, which enhances the skills necessary to succeed in an overseas environment for the completion of their studies. The opportunity also enables students to benefit from visiting teaching faculty arrangements which enrich the international dimensions of the Asia-Pacific International University program.

Avondale Degree Requirements

1. GPA of 2.5. Each Asia-Pacific International University course must be at a 'C' grade or higher.
2. An IELTS score of 6 or above or a TOEFL score of 550 by the time of transfer to the Avondale program. (Reading and Writing must also be 6.)
3. The courses studied at Asia-Pacific International University comprise the regular first 2 years of Asia-Pacific International University degree programs.

INTERNATIONAL STUDY OPTIONS

Students wishing to pursue degrees in Communication, Visual Arts, Geography, History or Music for example, would undertake the following program:

First year

First Semester

BIOL 110	Principles of Biology	3
ENGL 114	English Composition I	3
HMNT 131	The Human Quest II: The Search for Self	3
PSYC 104	General Psychology <i>or</i>	
SOCI 205	The Family of Man	3
HMNT 210	Appreciation of Fine Arts <i>or</i>	2
HMNT 234	Literature and Civilization	
Total		14

Second Semester

HMNT 130	The Human Quest I: Quest for Roots	3
ENGL 115	English Composition II	3
SOCI 204	Marriage and Family <i>or</i>	
SOCI 214	Home and Life Values	2
HIST 214	History of Civilization <i>or</i>	
HMNT 256	Thai Language and Culture	3
MATH 110	Introduction to Statistics <i>or</i>	
MATH 120	Survey of Mathematics	3
Total		14

Inter-Semester Session

SPCH 204	Fundamentals of Speech and Communication	2
And any TWO of the following:		
RELB 104	Ethical Models	2
RELB 120	Introduction to Sacred Literature	2
RELG 120	Introduction to Christian Philosophy	2
RELT 210	History of Religious Traditions	2
Total		6

Second year

First Semester

ENGL 130	Introduction to Literature	3
ENGL 150	College Grammar	3
ENGL 221	Approaches to Reading	3
ENGL 230	Introduction to Linguistics	3
HMNT 230	The Human Quest III: The Individual and Society	3
Total		15

Second Semester

ENGL 221	Advanced Reading	3
ENGL 234	Applied Phonetics	3
ENGL 243	American Literature to 1865	3
ENGL 253	Advanced Composition	3
HMNT 231	The Human Quest IV: Questions of Human Destiny	3
Total		15

Music Major Option

Students wishing to transfer their credit to the Bachelor of Arts Music Major at Avondale would need to complete the first two years of study at Asia-Pacific International University. This program then requires five semesters at Avondale University. Students need to have a grade 5 Music Theory level of proficiency prior to the admission to the Avondale Program and also need to have achieved performance skills on an instrument at a similar level through either the Trinity or Royal Schools of Music. In order to complete the Music Major in the minimum time it is necessary for students transferring credits from Asia-Pacific International University to commence their study program at Avondale in the August Semester.

Studying in Australia

Tuition, services and facility fees for Bachelor Degree Programs at Avondale are AUD 15,380 per year (2007).

Accommodation and meal expenses are approximately AUD 6,875 per year. Further information about the costs of study in Australia may be obtained from the Avondale Webpage: www.avondale.edu.au

Autumn Semester starts in late February. Spring Semester starts in early August. (The obtaining of visa and travel documents for studying in Australia is the responsibility of individual students.)

PARTNERSHIPS WITH LA SIERRA UNIVERSITY, CALIFORNIA SOUTHERN ADVENTIST UNIVERSITY, TENNESSEE, AND WALLA WALLA UNIVERSITY, WASHINGTON

Asia-Pacific International University has entered into academic exchange agreements with American institutions which allow qualified students to transfer their credit at Asia-Pacific International University into degree programs offered by the partnering institutions.

Transfer credit courses must receive a grade at 'C' or higher. Students must also have achieved a TOEFL score of 500 for entry into the US partnering institution.

Lists of courses approved for transfer to the American partnering institutions are available from the Registrar's Office. Students wishing to transfer credit to specific programs at American partner institutions need to choose carefully the selection of courses taken at Asia-Pacific International University in order to meet the specific core and major requirements of the intended program to be undertaken in the United States.

The opportunity to undertake the foundation and initial courses of major studies at Asia-Pacific International University saves international students money because they are able to study much more economically at Asia-Pacific International University while they accumulate needed credits for transfer.

GRIGGS UNIVERSITY PARTNERSHIP

Asia-Pacific International University (AIU) and Griggs University (GU) commenced the AIU/GU Distance Education Program in

August, 2003 for the purpose of helping to meet students' academic needs both on- and off-campus.

Griggs University is accredited by the Accrediting Commission of the Distance Education and Training Council (DETC) based in the United States of America, which in turn is recognized by the US Department of Education and the Commission on Recognition of Post-Secondary Accreditation (CORPA).

University courses completed through this partnership earn AIU credits. All course materials and teachers are approved by AIU. The University also issues all transcripts and grade reports. Students may take individual courses on a PTC (Permission to Take Classes) basis or enroll in a degree program using these courses. Students receive a Asia-Pacific International University diploma when they graduate from these distance-education programs.

ADMISSION

Students seeking an undergraduate degree through distance education must meet all regular requirements for undergraduate admission to AIU. See p 35 of this bulletin.

An admission packet may be obtained from the GU Office, Asia-Pacific International University. The packet contains the information and requirements necessary for seeking admission to AIU. The student is responsible for providing all requested information, transcripts, and any other pertinent documents needed to complete the process.

Admission requirements include:

- ◆ A Baht 300 (or USD 30) application fee (non-refundable).
- ◆ Completed application form.

- ◆ Final official secondary-school transcript.
- ◆ Official transcripts from all accredited degree-granting Colleges and universities previously attended.
- ◆ A statement (maximum of one page) explaining why distance education is desirable.

All items must be submitted at one time. Incomplete submissions are not processed.

When asking for official transcripts from other institutions, request that they be mailed to YOU with a school seal across the closure of the envelope. DO NOT OPEN the envelope. Non-sealed or opened envelopes cannot be accepted as official. Mail the required items to:

AIU/GU Program
Distance Education Office
IT Building, Room 120
Asia-Pacific International University
Muak Lek, Saraburi 18180
Thailand

Telephone: 036720 777 ext 1192
Email: aiugu@apiu.edu

Evaluation of Transcripts

Students can estimate how their previous course work applies toward an AIU degree by noting the General Education and degree requirements listed in this Bulletin.

Students who wish an official evaluation of their transcripts may do so by sending the following to the GU Office, Asia-Pacific International University:

- ◆ An AIU/GU Application for Undergraduate Admission
- ◆ Baht 300 (or USD30) application fee,

- ◆ Official (sealed) transcript(s), and

- ◆ A written request.

Prospective students may use the Recognition of Prior Learning assessment approach (RPL) to determine if their employment experiences or other life situations might translate to course or degree requirements. The RPL section of this Bulletin gives further information (p 42).

REGISTRATION

To register for a Asia-Pacific International University/Griggs University course, students should obtain an AIU/GU catalog from the AIU/GU Office. This catalog lists course offerings, tuition rates, fees, payment information, procedures, and actual enrollment forms. It may be requested from the AIU/GU Office at Asia-Pacific International University (036 720 777 ext 1192), or the General Offices of Griggs University (1-301-680-6590).

On-campus students seeking to enroll in a Asia-Pacific International University distance-education course must obtain enrollment forms from the AIU/GU office. These enrollment forms require the endorsement of the Faculty Dean and approval by the Dean's council

In granting permission for concurrent registration the total study load projected for the student will be considered. Overloads beyond that normally approved at Asia-Pacific International University will not be permitted. Non-credit courses and audit courses are counted at half value. Credits earned through concurrent registration in the AIU/GU partnership program will not be able to be transferred unless permission has been obtained prior to the registration.

Credit through the AIU/GU partnership may not apply toward requirements of a ma-

major unless approved by the Faculty Dean and the Deans' council. Credits may not be used to replace a failure or to raise a low grade earned in residence. Normally, credit earned through the AIU/GU partnership will be recorded on the transcript after the student has earned a minimum of 15 semester hours in residence with a grade point average of 2.00 (C) or above.

AVAILABLE COURSES

The courses listed below approved to be taken by distance-education have been recom-

mended by the relevant Program Coordinator and Faculty Dean and are approved by Academic Board. Whether a particular course is appropriate for the program of study being undertaken must be confirmed by the Dean of Faculty as part of the registration process. Full course descriptions are found in the course description section at the back of this Bulletin. Distance-education courses are offered in semester credits. The schedule of available courses may vary. A more complete list may be obtained from the Faculty Dean or from the AIU/GU office.



ASIA-PACIFIC INTERNATIONAL UNIVERSITY – GRIGGS UNIVERSITY COURSE ARTICULATION

The following Griggs University courses may be used to fulfill the Asia-Pacific International University requirements listed in the articulation table. Differences in credits may require adjustments in other areas in order to satisfy the total credit requirement. Other courses may be substituted by request.

Asia-Pacific International University	Griggs University Substitute
General Education	
ENGL 114 English Composition I (3)	ENGL 101 Composition (3)
ENGL 115 English Composition II (3)	ENGL 102 Research & Literature (3)
HIST 214 History of Civilization (3)	HIST 125 History of World Civilization I (3) or HIST 126 History of World Civilization II (3)
HLED 118 Health and Wellness (3) or HLED 160 Concepts of Health (3)	HLSC 160 Healthier Living (2)
HMNT 210 Appreciation of the Fine Arts (2)	MUHL 204 Music Appreciation (3)
MATH 120 Survey of Mathematics (3)	MATH 115 Fundamentals of Math (4)
PSYC 104 General Psychology (3)	PSYC 105 Introduction to Psychology (3)
RELB 104 Ethical Models (2)	RELT 385 Christian Ethics & Modern Society (3)
RELG 120 Concepts of Christian Philosophy (2)	EDUC 210 Philosophy of Adventist Education (3)
SPCH 204 Fundamentals of Speech Communication (2)	CMME 105 Introduction to Oral Communication (3)
CPTR 105 Introduction to Computers (3)	CPTR 105 Introduction to Computers (3)
Business Administration	
ACCT 201 Accounting Principles I (3)	ACCT 211 Principles of Accounting I (3)
ACCT 202 Accounting Principles II (3)	ACCT 212 Principles of Accounting II (3)
BUAD 320 Business Law (3)	BUAD 375 Business Law I (3)
BUAD 498 Business Policies & Strategy (3)	MGMT 485 Business Strategy & Policy (3)
ECON 201 Microeconomics (3)	ECON 266 Principles of Economics II - Micro (3)
ECON 202 Macroeconomics (3)	ECON 265 Principles of Economics I - Macro (3)
FINA 320 Business Finance (3)	FNCE 290 Business Finance (3)
MGMT 200 Principles of Management (3)	MGMT 300 Principles of Management (3)
MGMT 310 Managerial Accounting (3)	ACCT 305 Cost and Managerial Accounting (3)
MKTG 300 Principles of Marketing (3)	MKTG 210 Principles of Marketing (3)
Christian Studies	
RELB 160 Sources of Christian Faith	RELB 160 Jesus & the Gospels (3)
RELB 221 Elementary Greek I (3)	GREK 201 Elementary Greek (4)
RELB 222 Elementary Greek II (3)	GREK 202 Elementary Greek II (4)
RELB 307 Introduction to the Old Testament (3)	RELB 307: Exile & Return: Introduction to the Old Testament (3)
RELB 321 Intermediate Greek I (3)	GREK 311 Intermediate Greek I (3)
RELB 322 Intermediate Greek II (3)	GREK 312 Intermediate Greek II (3)
RELB 345 Introduction to the New Testament (3)	RELB 345 Worship & Witness: Intro to New Testament (3)
RELB 351 Hebrew Prophets	RELB 310 Hebrew Prophets (3)
RELB 420 Old Testament Apocalyptic Writings (3)	RELB 420 Jewish Apocalyptic Writings: Daniel (3)
RELB 425 Christian Apocalyptic Writings (3)	RELB 425 Christian Apocalyptic Writings: Revelation (3)
RELE 250 Principles & Concepts of Adventist Education (2)	EDUC 211 Orientation to Teaching in SDA Schools – Foundations of SDA Educational Philosophy (2)

ASIA-PACIFIC INTERNATIONAL UNIVERSITY – SERVING ASIA AND THE WORLD

Asia-Pacific International University	Griggs University Substitute
RELH 270 Adventist Heritage & Mission (3)	RELT 270 Adventist Heritage & Mission (3)
RELH 325 History of Christianity I (3)	HIST 325 History of Christianity I (3)
RELH 326 History of Christianity II(3)	HIST 326 History of Christianity II (3)
RELM 280 Religions of Southeast Asia & the World (3)	RELT 280 Moral Issues in World Religions (3)
RELP 360 Principles of Pastoral Ministry (3)	RELT 360 Christian Ministry (3)
RELT 250 Fundamentals of Christian Beliefs	RELT 250 Principles of Christian Faith (3)
RELT 265 Mission, Message & Mandate of the SDA Church (3)	RELT 270 Adventist Heritage & Mission (3)
RELT 310 Biblical Theology (3)	RELT 410 Biblical Theology (3)
RELT 360 Ministry & Message of E.G. White (3)	RLGN 360 Prophetic Guidance (3)
RELT 435 Pauline Theology (3)	RELT 335 Pauline Theology (3)
Biblical Studies, Exegesis course requirement	RELB 330 Old Testament Prophets, Early (3) or
(only for students who have not taken RELB 310)	RELB 332 Old Testament Prophets, Later (3)
Psychology & Education	
EDUC 270 Philosophical Foundations of Education (2)	EDUC 210 Philosophy of Adventist Education (3)
EDUC 390 Educational Measurement & Evaluation (3)	EDUC 360 Evaluation in Teaching (3)
PSYC 214 Child & Adolescent Development (3) or	PSYC 210 Developmental Psychology (3)
PSYC 215 Adult & Life Span Development (3)	
PSYC 234 Cognitive Psychology (3)	PSYC 260 Systems & History of Psychology (3)
PSYC 244 Social Psychology (3)	PSYC 305 Social Psychology (3)
PSYC 324 Theories of Learning & Instruction (3)	EDUC 367 Psychology of Learning (3)
PSYC 325 Introduction to Personality Theories (3)	PSYC 365 Theories of Personality (3)
PSYC 334 History & Systems of Psychology (3)	PSYC 260 Systems & History of Psychology (3)
PSYC 335 Sensation & Perception (3)	PSYC 355 Learning & Motivation (3)
PSYC 345 Cross-Cultural Psychology (3)	SOCI 425 Social & Ethnic Relations (3)
PSYC 354 Research Design for Psychology & Education (3)	PSYC 471 Experimental Psychology (3)
PSYC 355 Psychological Testing (3)	PSYC 435 Dynamics of Individual Counseling (3)
PSYC 384 Behavior Management (3)	PSYC 355 Learning & Motivation (3)
Science	
MATH 140 Precalculus (4)	MATH 126 Precalculus (4)

INTERNATIONAL STUDY OPTIONS

ASIA-PACIFIC INTERNATIONAL UNIVERSITY – LA SIERRA UNIVERSITY COURSE ARTICULATION

The La Sierra University Studies Program is required of all students intending to complete a baccalaureate degree to La Sierra University (LSU). It is divided into two main areas: General Studies and Foundational Studies. Students wishing to transfer may complete the following equivalent courses to meet LSU's University Studies requirements. Courses on the left are equivalent at La Sierra University for the courses on the right.

Asia-Pacific International University	La Sierra University Substitute
Art	
HMNT 210 Appreciation of the Fine Arts (2)	ARTA 205 The Language of Art (4.4)
Biology	
BIOL 151 General Biology I (4)	BIOL 111 General Biology I (3) BIOL 111L General Biology I Lab (1)
BIOL 152 General Biology II (4)	BIOL 112 General Biology II (1.5) BIOL 112L General Biology II Lab (0.5) BIOL 113 General Biology III (3) BIOL 113L General Biology III Lab (1)
BIOL 322 Genetics (4)	BIOL 302 Genetics (5) BIOL 302L Genetics Projects Lab (1)
BIOL 337 Immunology (3)	BIOL 436 Immunology
BIOL 367 General Ecology (3)	BIOL 414 General Ecology (4.5) or BIOL 415 Environmental Science (4.5)
BIOL 321 Cell and Molecular Biology (4)	BIOL 301 Cell and Molecular Bio (4.5) BIOL 301 Cell and Molecular Bio (4.5)
BIOL 333 General Microbiology (3)	BIOL 474 Microbiology (4.5)
BIOL 446 Animal Physiology (3)	BIOL 466 Systems Physiology (4.5)
Chemistry	
CHM 151 General Chemistry I (4)	CHEM 111 General Chemistry I (3) CHEM 111L General Chemistry I Lab (1) CHEM 112 General Chemistry II (1.5) CHEM 112L General Chemistry II Lab (0.5)
CHEM 152 General Chemistry II (4)	CHEM 112 General Chemistry I (1.5) CHEM 112L General Chemistry I Lab (0.5) CHEM 113 General Chemistry III (3) CHEM 113L General Chemistry III Lab (1)
English	
ENGL 114 English Composition I (3)	ENGL 111 University Writing (4.5)
ENGL 115 English Composition II (3)	ENGL 112 University Writing (4.5)
ENGL 259 Research Writing (3)	ENGL 113 University Writing (4.5)
ENGL 243 American Literature (3)	ENGL 224 Survey of American Literature I (4.5)
ENGL 244 American Literature after 1865 (3)	ENGL 225 Survey of American Literature (4.5)

Health	
HLED 118 Health and Wellness (3)	HLED 225 Nutrition Theory and Practices (4.5)
Mathematics	
MATH 120 Survey of Mathematics (3)	MATH 115 Applications of Math (4.5)
MATH 241 Calculus for Life and Social Science (3)	MATH 131 Calculus I (4)
	MATH 132 Calculus II (2)
MATH 215 Statistics (3)	MATH 251 Introduction to Statistics I (4.5)
Physics	
PHYS 251 General Physics I (3)	PHYS 231A General Physics I (3)
	PHYS 232A General Physics II (1.5)
PHYS 252 General Physics II (3)	PHYS 232A General Physics II (1.5)
	PHYS 233A General Physics III (3)
Psychology	
PSYC 104 General Psychology (3)	PSYC 104 General Psychology (4.5)
Accounting, Business, Economics, Finance, Management, Marketing	
ACCT 201 Accounting Principles I (3)	ACCT 211 Financial Accounting I (4.5)
ACCT 202 Accounting Principles II (3)	ACCT 212 Managerial Accounting II (4.5)
ACCT 301 Intermediate Accounting I (3)	ACCT 341 Intermediate Accounting I (4.5)
ACCT 302 Intermediate Accounting II (3)	ACCT 342 Intermediate Accounting II (4.5)
ACCT 321 Cost Accounting (3)	ACCT 362 Cost Accounting (4.5)
ACCT 401 Advanced Accounting (3)	ACCT 343 Report Issues in Interm Accounting (4.5)
ACCT 444 Auditing and Assurance (3)	ACCT 446 Auditing Theory and Practicum (4.5)
BUAD 320 Business Law (3)	MGMT 381 Business Law I (4.5)
BUAD 445 International Business (3)	ECON 357 Global and International Business (4.5)
ECON201 Microeconomics (3)	ECON 255 Principles of Microeconomics (4.5)
ECON202 Microeconomics (3)	ECON 254 Principles of Microeconomics (4.5)
ENTR 335 Social Entrepreneurship (3)	MGMT 367 Concepts/Issues Social Entrep. (4.5)
FINA 305 Business Finance (3)	FNCE 354 Managerial Finance (4.5)
FINA 390 Investments Analysis(3)	FNCE 365 Investment Analysis (4.5)
MGMT320 Organizational Behavior (3)	MGMT 304 MGMT and Organizational Behavior (4.5)
MGMT335 Human Resources Mgmt (3)	MGMT 356 Human Resources Mgmt (4.5)
MGMT460 Risk Management (3)	FNCE 474 Risk Mgmt and Insurance Analysis (4.5)
MKTG300 Principles of Marketing (3)	MKTG 305 Marketing Principles (4.5)
MKTG330 Selling and Sales Management (3)	MKTG 426 Sales Management (4.5)
MKTG435 International Marketing (3)	MKTG 487 International Marketing (4.5)
Religion	
RELB 307 Introduction to Old Testament (3)	RELB 206 Sacred Texts: Old Testament (4.5)
RELB 345 Introduction to New Testament (3)	RELB 207 Sacred Texts: New Testament (4.5)
RELB 351 Hebrew Prophets (3)	RELB 424 Old Testament Prophets (4.5)
RELM 280 Religions of Southeast Asia and World (3)	RELG 237 World Religions
RELM 446 Psychology of Religious Experience (3)	RELT 464 Religious Develop. & Moral Learning (4.5)
RELT 250 Fundamental of Christian Beliefs	RELT 245 Christian Beliefs

OTHER ACADEMIC INFORMATION

General academic policies covering course loads, grading scale, credit by examination, repeat courses, issuance of transcripts, graduation requirements and application procedures to study by distance education are described elsewhere in this bulletin.

Submission of Assignments

Students are urged to plan their study so they submit assignments on a regular basis, eg, once a week or once every two weeks. Such scheduling makes it possible for students to learn from assignments graded and returned by the instructor. As assignments are completed, students should submit them to GU. Students are advised to make duplicate copies of assignments to protect themselves in the event lessons are lost in transit. The Distance Education Centre is not responsible for materials lost in the mail.

Electronically Enhanced Learning(EEL)

Electronically enhanced distance learning packages are courses offered through GU that have a standard version as well as the EEL version. In the EEL version the lessons/submissions are the same, but the student submits the lessons/submissions electronically. There is an additional fee of USD35 for the EEL version. Currently, the following courses have the EEL version: HIST117, HIST118, HIST404, RELT100, RELB210, and RELG360.

Proctored Examinations

Most courses include at least two examinations. A student may take the examinations under the supervision of a Dean of Faculty or the Registrar. Examinations may also be taken at the Counseling and Testing Centre

at Asia-Pacific International University or at Griggs University. Students in the armed forces may take their examinations under the supervision of the education officer. The student should make the necessary arrangements and then send the name, academic title, and address of the examination supervisor to GU using the form provided with the study materials. GU has the right to decline a suggested supervisor.

Library Access

Registered students of Asia-Pacific International University have full and free access to the resources and services of the AIU Library via phone, fax, email or the Internet. Such services include:

- ◆ Access to the AIU Library Catalog.
- ◆ Access to AIU Library's Online Databases which include full-text articles from many thousands of periodicals.
- ◆ Online Instruction, Tutorials and Research Guides.
- ◆ Interlibrary Loan and Document Delivery Services.
- ◆ Reference and Consultation Services

Online access to these services is available by applying for a Asia-Pacific International University username and password through the Library Services

Web page:<http://www.apiu.edu/library>

Phone: 036 720 771; 036 720 777 ext 1201

Internet: <http://www.apiu.edu/library>

AIU/GU Financial Information

- ◆ Undergraduate Admission application, non-refundable: USD30
- ◆ Distance-education tuition costs are charged at normal AIU tuition fee rates as per plan A, B, or C, depending on country of residence.
- ◆ Enrollment fee: Baht 800 per enrollment form
- ◆ Math or English Placement Exam: USD50
- ◆ Challenge Examination Fee USD50
- ◆ Supplies/shipping and handling: cost varies per course
- ◆ Prior Learning Assessment (PLA) Fees
- ◆ Application Fee per portfolio: USD25
- ◆ Evaluation Fee per portfolio (max. 5 credits): USD85
- ◆ Recording Fee per credit hour: USD35
- ◆ Extension of time (per course) USD50
- ◆ Supplementary Examination (Retake) USD25
- ◆ Withdrawal/Cancellation Fee (per course) USD30
- ◆ Graduation Diploma Fee USD50
- ◆ Senior Project: USD50
- ◆ Spiritual Gifts Assessment: USD50
- ◆ Transcript: AIU Baht 300

On-campus students who have a credit balance on their account may make arrangements for payments to GU through the Student Financial Services Office. They may also authorize the AIU/GU tuition and fees to be applied to their AIU student account. This is done at the AIU/GU Office. Financial aid from sources other than Asia-Pacific International University may be applied toward these costs as long as the student is taking an equivalent number of credits on-campus.

OTHER DEGREES BY DISTANCE EDUCATION

Other than the degrees offered by Asia-Pacific International University through its accreditation by the Thailand Ministry of Education, a number of other degrees are available through the AIU-GU partnership which are awarded solely by Griggs University. These degrees are:

- ◆ General Studies: Personal Ministries (Associate Degree, AA)
- ◆ General Studies (BA and BS)
- ◆ Religion (BA)
- ◆ Ministry (MMin)
- ◆ Business Administration (MBA)

Detailed degree descriptions and requirements are described in the AIU/GU Catalog available from the Distance Education Office.



Course Descriptions

Courses of Instruction

Code	Discipline	Number of Subjects	Page
ACCT	Accounting	18	149
BIOL	Biology	33	150
BUAD	Business Administration	10	153
CHEM	Chemistry	4	154
CHIN	Chinese	6	154
CIS	Computer Information Systems	21	156
COMM	Communication	10	157
ECON	Economics	2	157
EDUC	Education	30	159
ENGL	English	44	162
ENTR	Entrepreneurship	7	163
ENVR	Environmental	1	163
FINA	Finance	6	163
HIST	History	2	163
HLED	Health Education	1	164
HMNT	Human Quest	7	164
MATH	Mathematics	4	164
MGMT	Management	12	165
MKTG	Marketing	9	166
MUCT	Music	3	166
MUED	Music	2	166
MUHL	Music	2	166
MUPF	Music	11	166
NOND	Non-credit Department	1	166
OFAD	Office Administration	10	167
PHYS	Physics	2	168
PSYC	Psychology	24	168
RELB	Theology – Biblical Studies	21	170
RELE	Theology – Education Studies	3	171
RELG	Theology - Philosophy	1	171
RELH	Theology – Historical Studies	5	172
RELM	Theology – Church Ministry. Studies	7	172
RELP	Theology – Pastoral Studies	27	172
RELT	Theology – Systematics	22	174
SOCI	Sociology	5	176
SPCH	Speech	1	176

Pre-University Bridging Courses

The following Pre-University bridging courses are not available for credit towards a degree.

BIOL 010

SURVEY OF BIOLOGY (3)

Basic general education biology course designed to give the student a modern treatment of the fundamental processes and principles of plant and animal life. One laboratory per week. Does not apply on a major or minor in biology.

ECON 001

MICROECONOMICS (3)

Economic analysis, problems and policies; the roles of consumers and firms in competitive and monopolistic markets; distribution of income, inequality, poverty and the use of the environment.

ECON 002

INTRODUCTION TO ECONOMICS (3)

Economic analysis, problems and policies; national income and expenditures; government monetary and fiscal policies; international trade theory, problems and government policies.

ENGL 014

WRITING SKILLS (3)

An introduction to fundamental principles of writing focusing on sentence structure, punctuation, word formation, syntax, and the development of paragraphs.

ENGL 055

CUSTOMS AND CULTURES OF THE ENGLISH SPEAKING WORLD (3)

Lectures, films, reading and discussion of the customs and cultures of countries where English is the main language of communication. The course is designed to give the student a better understanding of the cultural diversity, which has given rise to English usage.

HLED 018

LIFE, HEALTH & NUTRITION (3)

A survey course on current health issues. The relationship between health and illness is explored, social and cultural issues as they impact on health practices are investigated. A study is made of the principles of human nutrition and the diet essential for optimum health. And strategies for maintaining personal and family health are discussed along with simple remedies for day-to-day health problems.

HLED 060

HEALTH AND FITNESS (3)

A survey course on current health issues. The relationship between health and illness is explored, social and cultural issues as they impact on health practices are investigated. A study is made of the principles of human nutrition and the diet essential for optimum health. And strategies for maintaining personal and family health are discussed along with simple remedies for day-to-day health problems.

HIST 014

HISTORY OF CIVILIZATION (3)

A survey of civilizations from the earliest records; examines the great themes of history from antiquity to the present. Emphasis will be placed on Asian civilizations.

HMNT 030

RELIGION AND THE HUMANITIES I (3)

A study of the problem of the origin of the cosmos and the human race drawing upon the insights of science, anthropology, philosophy and theological reflection. In exploring the basic questions of human existence the course seeks to introduce the student to the methods and questions of these disciplines.

HMNT 031

RELIGION AND THE HUMANITIES II (3)

An investigation of the views concerning the nature of humanity through an examination of behavior, make-up, functioning, feelings and thinking. The course will focus on an exploration and evaluation of the various aspects of the problem of human personal identity from the context of the Judeo-Christian perspective.

HMNT 032

RELIGION AND THE HUMANITIES III (3)

A study of the participation of the individual in society with regard to social groupings, the nature of group dynamics, personal relationships and the role of politics, law, economics and environmental responsibilities. Historical perspectives will be explored along with the concept of the ideal society.

HMNT 034

RELIGION AND THE HUMANITIES IV (3)

A survey of man's encounter with ideas of ultimate concern and the quest for ultimate meaning. Consideration will be given to the phenomenon of notions of utopia and the idealized future state, notions of time and eternity, life and death, the nature and role of prophecy.

HMNT 056

THAI LANGUAGE AND CULTURE (3)

A study of essential Thai Language as well as the origins and traditions of Thai culture and the values which undergird Thai cultural, socio-economic, political and religious structure. Consideration is also given to the impact of foreign cultures on Thailand in the past and the present.

MATH 015

ELEMENTARY STATISTICS

An introduction to descriptive and inferential statistics including organization and analysis of data, elementary probability, probability distributions estimation, hypothesis testing, correlation and regressions analysis, non parametric statistics.

(Pre-req: Math 020) (3)

MATH 020

MATHEMATICS (3)

An application of basic mathematical skills. Topics cover number systems, sets, logic and functions. In addition, attention is given to simple problem-solving techniques, mathematical data, evaluation of basic statistical information, and decision-making based on mathematical information.

MATH 025

ELEMENTARY STATISTICS (3)

An introduction to descriptive and inferential statistics including organization and analysis of data, elementary probability, probability distributions estimation, hypothesis testing, correlation and regressions analysis, non parametric statistics.

Prerequisite: Math 020

MATH 040

PRECALCULUS (4)

Introduction to University algebra and trigonometry including the study of relations and functions; equations and inequalities; exponential, logarithmic and trigonometric functions; polar coordinates, sequences and series and analytic geometry concepts.

MATH 080

INTERMEDIATE ALGEBRA (3)

Provides the algebraic foundation necessary to study University-level mathematics. As a review of Algebra I and II (Introductory Algebra), this course includes solving equations, graphing, basic geometry and general problem solving.

RELB 024

BIBLICAL LITERATURE (2)

Survey of the identity, nature, and role of inspiration and divine revelation in guiding the life of faith and ministry. Focuses on the role of the Scriptures and writings of Ellen G. White in Adventism. Introduction to the scriptures and religious writings of other faiths and their place in the lives of the peoples of South-east Asia.

RELM 044

CHRISTIANITY IN ASIA (2)

Survey of the development of Christianity in Southeast Asia in the light of colonialism, global missionary movements, and the propagation of Christianity in an environment dominated by the world's oldest religions.

RELT 064

DENOMINATIONAL HISTORY (2)

Introduction to the Seventh-day Adventist community in historical and theological context. Summary of Adventist denominational history and the distinctive beliefs that set the Church apart from other faiths. Analysis of Adventist mores and cultural peculiarities.

RELB 004

INTRODUCTION TO ETHICS (2)

A study of ethics and approaches to ethical living from a Christian religious perspective. Emphasis is given to ideas, experiences and materials which facilitate the development of personal value system and provide a foundation for students' character building. Historical models for ethical behavior will be examined and applied in the contemporary setting.

RELB 060

LIFE AND TEACHING OF JESUS (3)

A comprehensive study of the origins of the Christian faith. Introduction to the times, religions and philosophies of the Middle East around the beginning of Common Era. The unfolding of the life and teachings of Jesus with analytical attention to the culture of the times as well as the time and method of recording the events. The impact of the work of Jesus to his age and to the present day.

Intensive English Skills Courses for University Credit

Those courses are taught in partnership with the Department of English as a Second Language. Entry is normally restricted to students undertaking Thai medium degrees.

ENGL 1011

ENGLISH COMMUNICATION SKILLS I (2)

This course involves the development of elementary English listening skills using a variety of settings including personal and group conversations, discussion groups, lectures and talks, radio and television news and other media. Practical strategies for enhanced listening skills are considered. Emphasis is given to integrating listening skills with speaking. The course involves workshop activities.

ENGL 1012

ENGLISH COMMUNICATION SKILLS II (2)

This course involves the development of elementary University-level English speaking skills using a variety of settings with emphasis on one-on-one conversations and group discussions. Opportunity is given for prepared presentations and oral reports in small group settings. Practical strategies for enhancing speaking skills are considered. Emphasis is given to integrating speaking skills with listening. The course involves workshop activities.

ENGL 1013

ENGLISH COMMUNICATION SKILLS III (2)

This course involves the development of English reading skills using a variety of elementary University level materials including: letters, reports, news bulletins, advertisements, short stories and intermediate level academic texts. Practical strategies for enhancing reading skills are considered. Emphasis is given to integrating reading skills with writing. The course involves workshop activities.

ENGL 1014

ENGLISH COMMUNICATION SKILLS IV (2)

This course involves the development of English writing skills for elementary level University work focusing on a cross-section of genres. Emphasis is given to the use of correct grammar and syntax through assignments in the writing of letters, reports, personal journals or diaries and short narrative essays. The course also includes the development of writing skills for academic purposes, explaining, describing and setting out an argument for a point of view. The course involves workshop activities.

ENGL 2021

INTERMEDIATE ENGLISH LISTENING SKILLS (2)

This course involves the further development of English listening skills using a variety of settings including personal and group conversations, discussion groups, lectures and talks, radio and television news and other media. Practical strategies for enhanced listening skills are considered. Emphasis is given to integrating listening skills with speaking. The course involves workshop activities.

ENGL 2022

INTERMEDIATE ENGLISH SPEAKING SKILLS (2)

This course involves the further development of English speaking skills using a variety of settings with emphasis on one-on-one conversations and group discussions. Opportunity is given for prepared presentations and oral reports in small group settings. Practical strategies for enhancing speaking skills are considered. Emphasis is given to integrating speaking skills with listening. The course involves workshop activities.

ENGL 2023

INTERMEDIATE ENGLISH READING SKILLS (2)

This course involves the further development of English reading skills using a variety of materials including: letters, reports, news bulletins, advertisements, short stories and intermediate level academic texts. Practical strategies for enhancing reading skills are considered. Emphasis is given to integrating reading skills with writing. The course involves workshop activities.

ENGL 2024

INTERMEDIATE ENGLISH WRITING SKILLS (2)

This course involves the further development of English writing skills focusing on a cross-section of genres. Emphasis is given to the use of correct grammar and syntax through assignments in the writing of letters, reports, personal journals or diaries and short narrative essays. The course also includes the development of writing skills for basic academic purposes, explaining, describing and setting out an argument for a point of view. The course involves workshop activities.

ENGL 3031

INTERMEDIATE ENGLISH LISTENING SKILLS (3)

This course involves the further development of English listening skills using a variety of settings including personal and group conversations, discussion groups, lectures and talks, radio and television news and other media. Practical strategies for enhanced listening skills are considered. Emphasis is given to integrating listening skills with speaking. The course involves workshop activities.

ENGL 3032

INTERMEDIATE ENGLISH SPEAKING SKILLS (3)

This course involves the further development of English speaking skills using a variety of settings with emphasis on one-on-one conversations and group discussions. Opportunity is given for prepared presentations and oral reports in small group settings. Practical strategies for enhancing speaking skills are considered. Emphasis is given to integrating speaking skills with listening. The course involves workshop activities.

ENGL 3033

INTERMEDIATE ENGLISH READING SKILLS (3)

This course involves the further development of English reading skills using a variety of materials including: letters, reports, news bulletins, advertisements, short stories and intermediate level academic texts. Practical strategies for enhancing reading skills are considered. Emphasis is given to integrating reading skills with writing. The course involves workshop activities.

ENGL 3034

INTERMEDIATE ENGLISH WRITING SKILLS (3)

This course involves the further development of English writing skills focusing on a cross-section of genres. Emphasis is given to the use of correct grammar and syntax through assignments in the writing of letters, reports, personal journals or diaries and short narrative essays. The course also includes the development of writing skills for basic academic purposes, explaining, describing and setting out an argument for a point of view. The course involves workshop activities.

ENGL 3035

INTERMEDIATE ENGLISH GRAMMAR (3)

This course involves the further development of skills in the correct use of English grammar and syntax. Emphasis is given to the correct use passive and active voice etc. The course involves workshop activities.

ENGL 3041

ADVANCED ENGLISH LISTENING SKILLS (3)

This course involves the advanced development of English listening skills using a variety of settings including personal and group conversations, discussion groups, lectures and talks, radio and television news and other media. Practical strategies for enhanced listening skills are considered. Emphasis is given to integrating listening skills with speaking. The course involves workshop activities.

ENGL 3042

ADVANCED ENGLISH SPEAKING SKILLS (3)

This course involves the advanced development of English speaking skills particularly for academic purposes using a variety of settings with emphasis on one-on-one conversations and group discussions. Opportunity is given for prepared presentations and oral reports in small group settings. Practical strategies for enhancing speaking skills are considered. Emphasis is given to integrating speaking skills with listening. The course involves workshop activities.

ENGL 3043

ADVANCED ENGLISH READING SKILLS (3)

This course involves the advanced development of English reading skills particularly for academic purposes using a variety of materials including: letters, reports, news bulletins, advertisements, short stories and advanced level science and business academic texts. Practical strategies for enhancing reading skills are considered. Emphasis is given to integrating reading skills with writing. The course involves workshop activities.

ENGL 3044

ADVANCED ENGLISH WRITING SKILLS (3)

This course involves the development of advanced English writing skills particularly for academic purposes and focusing on a cross-section of genres. Emphasis is given to the use of correct grammar and syntax through assignments in the writing of letters, reports, personal journals or diaries and short narrative essays. The course also includes the development of writing skills for formal academic assignments involving, explaining, describing, synthesizing and analyzing material and setting out an argument for a point of view. The course involves workshop activities.

ENGL 3045

SKILLS IN ENGLISH SYNTAX AND GRAMMAR (3)

This course involves the further development of skills in the correct use of English grammar and syntax. Emphasis is given to the correct use of passive and active voice, etc. The course involves workshop activities.

Regular University Courses

ACCT 201

ACCOUNTING PRINCIPLES I

3 (3-2-6)

This foundation course introduces the students to the concepts, assumptions, and the theoretical foundation of financial accounting. It includes a study of the accounting cycle, preparation and analysis of financial statements and ethics. Accounting techniques and internal control are introduced within the framework of current business practices from both a domestic and an international perspective. Accounting and analyzing of inventory, receivables, and long-lived assets are also examined. Lectures, class discussions, and group activities will include a variety of audio-visual media. Assignments outside of class may include the use of computer software and resources other than the primary textbook. *Prerequisite: None*

ACCT 202

ACCOUNTING PRINCIPLES II

3 (3-2-6)

This course is the continuation of ACCT 201. It introduces students the foundation concepts of cost and management accounting. Topics to be covered include: introduction to accounting for partnership; accounting for the formation of corporations; dividends, retained profits, and income reporting; long term liabilities; investments; cash flow statements; introductory analysis and interpretation of financial reports; introduction to managerial accounting; introduction to job order and process costing; introduction to cost-volume analysis; introduction to budget and budgetary control and performance evaluation through standard costing. *Prerequisite: ACCT201*

ACCT 301

INTERMEDIATE ACCOUNTING I

3 (3-2-6)

An in-depth study of the conceptual framework for accounting; accounting standards and standards setting; preparation of external financial reports and disclosures – profit and loss statement, balance sheet and cash flow statements. Other topics include in-depth study accounting for receivables; inventory valuation; non-current assets, revaluation of non-current assets; depreciation, depletion and impairment; current and non-current liabilities. Computer software applications required.

Prerequisite: ACCT202

ACCT 302

INTERMEDIATE ACCOUNTING II

3 (3-2-6)

A continuation of ACCT 301 and involves an in-depth study of accounting in the following areas: corporate capital contribution and stockholders/shareholders equity, retained earnings and earnings per share; accounting for partnership operation and dissolution, accounting for investments; advanced statement of cash flows; advanced analysis and interpretation of financial

statements; accounting for changes and error correction; accounting for income tax; accounting for leases; accounting for specific industries (mining, construction, real estates).

Prerequisite: ACCT 301

ACCT 321

COST ACCOUNTING

3(3-2-6)

This course examines the role of cost accounting in the overall management system with an emphasis on the development of control systems for raw materials, labor and overheads. A distinction is made between job and process costing systems. Topics include: the fundamental concepts of costing; cost-volume analysis; job costing methods; activity based costing and management; master budget and responsibility accounting; flexible budgets, variances and management control; inventory costing and capacity analysis. This course is delivered through lectures, problem-solving demonstrations, discussion, group activities, and computer software applications

Prerequisite: ACCT 202.

ACCT 322

MANAGEMENT ACCOUNTING

3(3-2-6)

This course is a continuation of ACCT 321 with emphasis on budgeting and control, performance evaluation, pricing decision-making framework, international implications in a changing environment, balance scorecard and cost management.

Prerequisite: ACCT 321

ACCT 356

TAXATION

3 (3-0-6)

An overview of income taxation law and practice and an introduction to tax systems in different jurisdictions, including an exploration of the key concepts such as assessable and taxable income, income capital distinctions, and company, partnerships and individual taxation. *Prerequisite: ACCT302*

ACCT 401

ADVANCED ACCOUNTING I

3 (3-2-6)

An Advanced study on partnership accounting and accounting for business combinations and consolidations. Topics include partnership operations, changes in partnership interests and dissolution; corporate expansion and business combinations; Inter-corporate investments; consolidation of financial statements; consolidation as of the date of acquisition; consolidation post acquisition; inter-company transactions – inventory transactions, services, indebtedness, non-current assets, foreign currency transactions and translation.

Prerequisite: ACCT 302

COURSE DESCRIPTIONS

ACCT 402

ADVANCED ACCOUNTING II 3(3-2-6)

This course covers selected topics, which may include accounting for corporate liquidations, reorganization, debt restructurings, accounting for not for profit entities, fiduciary accounting; accounting for financial instruments; accounting for joint venture; and segment and interim financial reporting.

Prerequisite: ACCT 302

ACCT 414

FINANCIAL ANALYSIS AND REPORTING 3(3-2-6)

This course examines the purposes of constructing budgets and methods of developing budgets. Topics include analysis of financial statements for management planning and control, common accounting problems in budgeting, limitations of budgeting systems, budgeting patterns, disclosures of information and the impact of the changes in income and expense levels on budget. *Prerequisite: ACCT 302*

ACCT 415

ACCOUNTING INFORMATION SYSTEMS 3(3-0-6)

This course focuses on the methods and techniques for the analysis and evaluation of the design of accounting information systems, including computer-based systems. Topics covered will include an introduction to accounting systems theory, analysis of accounting systems, including documentation and design theory, accounting file structure, hardware software selection and impact on accounting systems, system life cycle, including accounting controls, and systems implementation and maintenance from the auditor's standpoint.

Prerequisite: ACCT 202.

ACCT 423

ACCOUNTING FOR SPECIAL ORGANIZATIONS 3(3-0-6)

This course is designed to examine in depth accounting for not-for-profit organizations including public sector accounting.

Prerequisite: ACCT 202.

ACCT 430

CURRENT ISSUES IN ACCOUNTING 3(3-2-6)

An analysis of current issues and developments in accounting including external reporting. Emphasis is placed on the following areas: methods of solving accounting issues; framework for accounting and reporting; regulation of accounting; normative and positive theories of accounting; the definition, recognition, measurement, and matching issues; external reporting, disclosures and ethical issues; social and environmental accounting;

Prerequisite: ACCT 302

ACCT 444

AUDITING AND ASSURANCE 3(3-0-6)

An introduction to the principles of, rules and techniques of modern auditing in relationship to accounting standards and professional ethics with an emphasis on internal control systems, planning, gathering of evidence, auditing framework, assessing risks, auditing procedures, working papers and audit opinions. *Prerequisite: ACCT 302*

ACCT 455

INTERNATIONAL ACCOUNTING 3 (3-0-6)

The course introduces students to accounting from an international perspective. It examines the international perspective on financial accounting, diversity in financial accounting practices, harmonization of financial accounting diversity, financial reporting in the international environment, disclosure practices around the world, multinational consolidations and foreign currency translations, international financial statement analysis, information systems for multinational planning and control, international taxation and multinational transfer pricing, including comparison studies of selected countries.

Prerequisite: ACCT 302.

ACCT 490

INDEPENDENT STUDY 3 (3-0-6)

A course designed for students qualified to undertake an advanced and independent project. (Advanced is to be understood as being beyond specific courses offered in the department.) The project must be approved by the chair of the department. Maximum of three hours.

Prerequisite: Permission from Advisor

ACCT 494

COMPUTER ACCOUNTING APPLICATIONS 3 (3-2-6)

This course investigates methods of utilizing the computer to perform the accounting and other business functions. It is designed to provide practical applications of accounting processes in which the components or parts of an accounting system are examined and developed into an integrated system. Hands on experience are required on at least two accounting software packages. *Prerequisite: ACCT202*

ACCT 495

PROFESSIONAL INTERNSHIP 3(0-0-16)

Supervised work experience of 240 hours in the area of the student's concentration, preferably off campus during the Inter-semester. Evaluation shall be made by the faculty supervisor and the person responsible for supervision of the student in the work place. The grade will be assigned on an S/U basis.

Prerequisite: Permission of Program Coordinator.

BIOL 110

PRINCIPLES OF BIOLOGY 3 (3-2-4)

Basic general education biology course designed to give the student a modern treatment of the fundamental processes and principles of plant and animal life. One laboratory per week.

BIOL 151

GENERAL BIOLOGY I 4 (3-3-6)

Introduction to basic cellular and molecular principles of living organisms. Topics include the cell and cellular chemistry; genetics; and mechanisms of evolution. One laboratory per week.

BIOL 152

GENERAL BIOLOGY II

4 (3-3-6)

Introduction to the study of the biology of organisms and populations. Topics include systematics; microbial, plant and animal structure and function; and ecology. One laboratory per week.

Prerequisite: BIOL 151.

BIOL 321

CELL AND MOLECULAR BIOLOGY

4 (3-3-6)

Study of cell structure and function. Topics will include membranes, energy and information flow, cell movement and organelles. The laboratory will include techniques such as purification and analysis of protein and isolation of cellular organelles. One laboratory per week.

Prerequisites: BIOL 152; *Corequisite* CHEM 311.

BIOL 322

GENETICS

4 (3-3-6)

Study of the principles of inheritance in microorganisms, plants and animals. Both classical and molecular genetics will be covered and topics will include gene structure and function, chromosome mapping, population and evolutionary genetics, and gene regulation. Laboratory work will include both descriptive and experimental analysis of heredity, as well as classic and molecular techniques. One laboratory per week.

Prerequisites: BIOL 321, BIOL 386, CHEM 311.

BIOL 333

GENERAL MICROBIOLOGY

3 (2-3-4)

A general study of bacteria, yeast, molds and viruses, considering their morphology, physiology, genetics and methods of control. The importance of microorganisms in environmental and applied fields will be considered. One laboratory per week.

Prerequisites: BIOL 152, CHEM 151.

BIOL 335

PARASITOLOGY

3 (2-3-4)

A general survey of the more important parasites of man and domestic animals. Focus will be on ecological factors, host-parasite interactions, pathogenicity and pathology, and treatment of parasitized populations. One laboratory per week.

Prerequisite: BIOL 152; *Recommended:* BIOL 333.

BIOL 336

MYCOLOGY

3 (2-3-4)

A study of fungi including morphology, ecology, taxonomy and genetics. The economic importance of fungi to humans will be emphasized. One laboratory per week. *Prerequisite:* BIOL 152.

BIOL 337

IMMUNOLOGY

3 (3-0-6)

Study of the basic aspects of the human immune system including topics such as antigen and antibody structure and reactions, humoral and cell mediated immunity, hypersensitivity, immune diseases and transplantation. *Prerequisite:* BIOL 322.

BIOL 345

VERTEBRATE NATURAL HISTORY

3 (2-3-4)

Study of the natural history of vertebrates including topics such as taxonomy, classification, form, function, behavior and ecology as well as the complex ways in which these aspects of life history interrelate in the context of survival and microevolution. One laboratory per week. *Prerequisite:* BIOL 152.

BIOL 346

MAMMALOLOGY

3 (2-3-4)

Study of mammals of the world, with emphasis on taxonomy, distribution, behavior and ecology with emphasis on Southeast Asian species. One laboratory per week.

Prerequisite: BIOL 152.

BIOL 347

ENTOMOLOGY

3 (2-3-4)

Systematic study of insects of the world considering anatomy, physiology, behavior and relation to humans with emphasis on local Southeast Asian species. One laboratory per week.

Prerequisite: BIOL 152.

BIOL 348

ORNITHOLOGY

3 (2-3-4)

Study of native birds of Thailand and Southeast Asia with special emphasis on external features, taxonomy, nesting and feeding habits, physiology, flight and migratory patterns. One laboratory per week. Prerequisite: BIOL 152.

BIOL 363

AQUATIC BIOLOGY

3 (2-3-4)

Study of freshwater and saltwater biological systems at the organism, population and community levels. This class will integrate aspects of limnology, physiology, classification and ecology. One laboratory per week.

Prerequisites: BIOL 152; *Recommended:* CHEM 152.

BIOL 365

FIELD ECOLOGY

3(1-6-2)

Study of natural ecology with an emphasis on field research techniques such as transects, species surveys, environmental assessments, mark-and-recapture studies, GPS mapping, forest maturity surveys, habitat assessments, water quality tests and use of equipment. This class is meant to prepare the student to effectively plan, organize and carry out meaningful biological research in the field. Two laboratories per week.

Prerequisite: BIOL 152.

BIOL 367

GENERAL ECOLOGY

3 (2-3-4)

Study of the interrelationships of plants and animals to their environment. Topics will include interactions in the context of energy flow, nutrient cycles, limiting factors, succession and population dynamics. Laboratory work will introduce various ecological sampling techniques. Field trips are required. One laboratory per week. *Prerequisite:* BIOL 152.

BIOL 369**TROPICAL MARINE BIOLOGY****3 (2-3-4)**

Study of tropical marine habitats and the organisms that dwell in them. Coral reefs, rocky shores, sandy beaches, sea grass beds, and mangrove habitats will be studied with the purpose of understanding the organisms that inhabit them. Primary emphasis will be on the coral reef ecosystem. Organisms will be identified and their life histories as well as ecological relationships studied. One laboratory per week.

Prerequisite: BIOL 152.

BIOL 373**ECONOMIC BOTANY****3 (2-3-4)**

Study of economically important plants and plant products with an emphasis on local plants of Thailand and Southeast Asia. Topics will include medicinal plants and historical development of some important plants and plant products. One laboratory per week. *Prerequisite:* BIOL 152.

BIOL 375**PLANT TISSUE CULTURE****3 (2-3-4)**

Study of theory and practice of plant tissue culture. Topics will include sterile technique, nutrition, media preparation, establishment and maintenance of primary and secondary cultures, and research applications. One laboratory per week.

Prerequisite: BIOL 152.

BIOL 377**SYSTEMATIC BOTANY****3 (2-3-4)**

Study of the principles of classification of vascular plants with an emphasis on flowering plants. Natural history and ecology will be emphasized. Field trips are required. One laboratory per week. *Prerequisite:* BIOL 152.

BIOL 379**FLORA OF SOUTHEAST ASIA****3 (1-6-2)**

Field study of the flowering plants of Southeast Asia, with special emphasis on Thailand. One laboratory per week.

Prerequisite: BIOL 152.

BIOL 386**RESEARCH METHODS I****3 (2-2-5)**

An introduction to the principles of scientific research and experimental design. Both qualitative and quantitative research methods with applications will be included. Statistics and analytical methods as applied to data in the life sciences will include topics such as probability and random variables; hypothesis testing and confidence intervals for means, variances and proportions; the chi-square statistic, linear correlation and multiple regression, analysis of variance. Tutorials will focus on problem solving and designing experiments with applications to various topics and careers in the life sciences.

Prerequisites: BIOL 152, MATH 215.

BIOL 387**RESEARCH METHODS II****3 (2-2-5)**

The principles of scientific research and experimental design will be examined by use of case studies from various areas of life sciences. Tutorials will focus on literature research, use of electronic databases and scientific writing. A research proposal is required. *Prerequisite:* BIOL 386.

BIOL 422**MOLECULAR BIOLOGY TECHNIQUES****3 (1-6-2)**

Study of molecular biology techniques used in biotechnological research. Lectures will focus on principles of molecular techniques such as electron microscopy; DNA technology such as transformation, sequencing, cloning, sub-cloning, library construction and screening; RNA isolation and characterization, analysis of expression, microarrays, nucleic acid hybridization and PT-PCR. The laboratory will focus on both prokaryotes and eukaryotes and include techniques such as PCR, gene isolation and cloning, RNA libraries and gene expression. Two laboratories per week. *Prerequisite:* BIOL 322.

BIOL 446**ANIMAL PHYSIOLOGY****3 (2-3-4)**

Study of the principles of animal function focusing on the mechanisms by which animals maintain homeostasis in their environment. Topics will include propagation and transmission of neural signals, muscle contraction, osmoregulation and excretion, circulation, respiration, digestion, and reproduction. One laboratory per week. *Prerequisites:* BIOL 152, CHEM 152.

BIOL 456**PHILOSOPHY OF SCIENCE****3 (3-0-6)**

Study of the philosophical basis of modern natural science as it relates to current issues in origins, biotechnology, bioethics, and environmental responsibility. Scientific knowledge in the areas of anthropology, biochemistry, geology, genetics, morphology, paleontology, and radiometric dating will be examined, along with philosophical, theological and scientific implications.

Prerequisites: BIOL 152, CHEM 152, PHYS 152, and senior standing.

BIOL 457**CURRENT ISSUES IN THE LIFE SCIENCES****3 (3-0-6)**

Study of current topics in biology with specific focus on topics related to Southeast Asia and developing countries. Classes are discussion based and oral presentations and a written review paper are required.

Prerequisite: BIOL 152, ENGL 115; BIOL 387 recommended.

BIOL 473**MEDICINAL PLANTS****3 (2-3-4)**

The study of medicinal plants common to Southeast Asia and the procedures used in treating diseases, ailments and conditions using herbal medicine. The course will examine the phytotherapeutic properties of plants, methods of collection, preparation and administration of herbal medicine. One laboratory per week. *Prerequisite:* BIOL 152.

BIOL 476

PLANT PHYSIOLOGY

3(2-3-4)

Study of the principles of plant function. Topics will include water relations, mineral nutrition, photosynthesis, transpiration, translocation, respiration, and growth. One laboratory per week. Prerequisites: BIOL 152, CHEM 152.

BIOL 480

INTERNSHIP

(1-12, 12)

Practical experience in the major generally in an off-campus setting. Fifty hours of experience are required for each hour of credit. *Prerequisite: BIOL 387 and permission of the Program Coordinator.*

BIOL 486

DIRECTED RESEARCH I

3(1-9-2)

Individual research project designed under the supervision of a Biology Department research advisor. May include literature search, preliminary experiments, data collection, and data analysis. *Prerequisite: BIOL 387.*

BIOL 487

DIRECTED RESEARCH II

3(1-9-2)

Independent research under the supervision of a Biology Department research advisor. May include data collection and analysis and must include either an oral or poster presentation or a written manuscript. *Prerequisite: BIOL 486.*

BIOL 496

SEMINAR: BIOETHICS

2(2-0-4)

Presentation and discussion of issues in bioethics. Will include reading of current biological literature and both oral and written presentations. *Prerequisites: BIOL 387 and Senior standing.*

BUAD 110

BUSINESS AND CONSUMER MATH

3(3-0-6)

This course is divided into two parts. For the first part, the student will be allowed a revision of basic mathematics such as fractions, basic algebra, solving for the unknown and word problems. In the second part, learning from the first part will be applied to solve commercial math problems such as trade and cash discounts, insurance, payroll, breakeven analysis, compound and simple interest, loans and annuities, depreciation, and investments calculations. The goal of this course is to guide students in building a strong foundation in logical thinking and mathematical problem solving that will enable them to make good decisions concerning matters of money and finance.

BUAD 205

COMMUNICATION FOR BUSINESS

3(3-0-6)

A study of the principles basic to making effective oral and written intercultural presentations in the business setting. The course covers such topics as: face to face presentations; interpersonal communication in the workplace including listening skills and non verbal skills; interviews; individual and team reports as well as ethical written business communication

through letters, memos, reports and proposals. The course includes a section on the utilization of presentation software.

BUAD 250

COMPUTER BUSINESS APPLICATIONS

3(3-2-6)

Examines the terminology and concepts of technology in general and computers in particular. Through hands-on experience with popular personal computer (PC) business software (Microsoft Office, available edition), students will develop an understanding of its capabilities for multiple business operations that they are likely to face in the workplace. The knowledge and skills developed in this course will also prepare students to use PCs to support subsequent coursework that requires quantitative analysis (statistics, finance, accounting, etc), word processing, and information management.

BUAD 320

BUSINESS LAW

3 (3-0-6)

A course designed to cover the origin and operation of laws and legal institutions, which includes torts, contracts, sale of goods, product liability, negotiable instruments, ethics and international transactions.

BUAD 410

NEGOTIATION & CONFLICT RESOLUTION

3 (3-0-6)

Introduces key conflict resolution and negotiation techniques that can be effectively used in organizational settings. It explores managerial approaches to conflict and negotiations strategies for promoting constructive resolution of disagreements and encourages students to develop a personal conflict-resolution style. Conflict resolution methods applicable to commercial transactions, employee relations, union management negotiations, and superior/subordinate interactions are examined. *Prerequisite: MGMT 200*

BUAD 425

Business Ethics and Relations

3 (3-0-6)

A critical examination of social and ethical issues and problems facing the business community. Students will develop a framework for evaluating information, values, and assumptions to make informed ethical decisions in a global business environment. Case analyses will be used in course
Prerequisite: MGMT 200.

BUAD 445

INTERNATIONAL BUSINESS

3 (3-0-6)

The course deals with the basic concepts of international business theory and activity. Topics include globalization, differences in political economy and culture, investment, monetary system, entry structures and strategies, materials management and economic integration. *Prerequisite: MGMT 200*

BUAD 485

PROFESSIONAL INTERNSHIP IN BUSINESS ADMINISTRATION

3(0-0-16)

Supervised work experience of 240 hours in the area of the student's concentration to help bridge the gap between education and practice. An evaluation of the work experience shall be

COURSE DESCRIPTIONS

provided by both the student and the person responsible for supervision of the student in the work place. Grading for this course is assigned on an S/U basis. *Prerequisite: Junior standing*

BUAD 498

STRATEGIC MANAGEMENT

3(3-0-6)

A study of business operations from an integrated viewpoint. Knowledge from the functional areas of business is applied to strategic issues and problems found in organizational settings. Library research, business simulations, in-depth case analyses, and formal presentations required.

Prerequisite: Senior Standing

BUAD 499

BUSINESS RESEARCH METHODS

3(3-0-6)

An introduction to the research process and methods commonly used in business settings. Emphasis is placed on the clear formulation of research questions and hypotheses. A student project provides practical experience in data collection, processing, analysis and reporting of research findings.

Prerequisite: MATH 215

CHEM 151

GENERAL CHEMISTRY I

4(3-3-6)

Introduction to the fundamental laws and accepted theories of chemistry. Topics will include atomic and molecular structure and bonding, chemical reactions and stoichiometry. One laboratory per week.

CHEM 152

GENERAL CHEMISTRY II

4(3-3-6)

Introduction to the fundamental laws and accepted theories of chemistry. Topics will include acids and bases, kinetics, equilibrium, electrochemistry, thermodynamics, and nuclear chemistry. One laboratory per week. *Prerequisite: CHEM 151.*

CHEM 311

ORGANIC CHEMISTRY I

4(3-3-6)

Study of the carbon containing compounds with emphasis on nomenclature, molecular structure, functional groups and their relationship to physical and chemical properties. One laboratory per week. *Prerequisite: CHEM 152.*

CHEM 312

ORGANIC CHEMISTRY II

4(3-3-6)

A continuation of the study of aliphatic and aromatic functional groups, including biochemical compounds. Will include a brief introduction to the theory and practice of NMR, UV/VIS and IR spectroscopy. One laboratory per week.

Prerequisite: CHEM 311.

CHIN 101

LISTENING AND SPEAKING IN CHINESE I

3(3-0-6)

Correct Chinese pronunciation, basic listening and speaking skills; short daily situational Chinese conversations building up to a vocabulary of approximately 300 Chinese words.

CHIN 102

LISTENING AND SPEAKING IN CHINESE II

3(3-0-6)

Continuation of listening and speaking Chinese I with 350 more Chinese words. *Prerequisite: CHIN101.*

CHIN 201

LISTENING AND SPEAKING IN CHINESE III

3(3-0-6)

Continuation of listening and speaking Chinese II with 350 more Chinese words. *Prerequisite: CHIN102.*

CHIN 202

LISTENING AND SPEAKING IN CHINESE IV

3(3-0-6)

Continuation of listening and speaking Chinese III with 350 more Chinese words. *Prerequisite: CHIN201.*

CHIN 221

READING AND WRITING IN CHINESE I

3(3-0-6)

Reading comprehension of text drawn from short passages of fables reflecting Chinese culture and civilization. Writing of short sentences and composition of simple paragraphs concerning daily events. *Prerequisite: This class requires basic speaking and listening skills.*

CHIN 222

READING AND WRITING IN CHINESE II

3(3-0-6)

Continuation of reading and writing Chinese I reading comprehension with more vocabulary and expressions, appropriate writing of letters, summaries and memorandums.

Prerequisite: CHIN 221.

CIS 104

INTRODUCTION TO COMPUTER

INFORMATION SYSTEMS

3 (3-2-6)

Introduction to information technology, computers, computer networks and their application in the workplace. This course examines how computers are used in the workplace, how communications systems help boost productivity, and how the Internet and the World Wide Web specifically influence the business environment. Topics covered include: the Origins of Computing Machines, Data Storage, Data Manipulation, Operating Systems, Networking and the Internet, Programming Languages, Web design and Development, Electronic Commerce, and the ethical and social impacts of information systems.

CIS 210

ESSENTIALS OF COMPUTER PROGRAMMING

3 (3-2-6)

This is an introductory^acourse in computing^bwhich explores the fundamental^cconcepts of computer programming^demphasizing general programming concepts variables, constants, functions,^e procedures with a major focus on object-oriented methodologies.^f The course focuses on an object-oriented programming language, with special attention given to problem solving techniques, program design, style, verification, and algorithm development.^gLaboratory work is required.

Prerequisite: CIS 104 or EQUIVALENT

CIS 214

OBJECT ORIENTED PROGRAMMING 3(3-2-6)

This course continues the journey of object orientation using an object oriented programming language with emphasis on structures, inheritance, vectors, and references. Careful attention is given to software development style, documentation, and efficient algorithms. Primary emphasis is placed upon the study of object-oriented development, methodologies, and the application of these methodologies to advanced data structures. Other topics covered in this course include: recursion, sorting, streams, strings, and templates. A number of programming exercises is assigned using selected data structures and object-oriented design methodologies. *Prerequisite: CIS 210*

CIS 240

NETWORKING AND DATA COMMUNICATIONS 3(3-0-6)

Study of data communications concepts, hardware, software, technology, ethics, and devices as part of an integrated system. Topics covered include communications equipment, media, servers, and clients, data transmission and error-detection, protocols, communication services with an introduction to networking concepts, management, and security.

Prerequisite: CIS 104 or equivalent

CIS 256

SYSTEMS ANALYSIS AND DESIGN 3(3-0-6)

Study of the systems development life cycle of analysis, design, development, implementation, and evaluation. Object-oriented approaches are also discussed in order to provide a balance with conventional structured systems analysis. Emphasizes analysis and design of information systems within organizations. *Prerequisite: CIS 210*

CIS 312

ADVANCED PROGRAMMING 3(3-2-6)

Application of the concepts of object-oriented systems. Case study approach provides the framework for developing prototypes of business applications using one or more graphical user interface, object oriented- development environments. Laboratory work is required. *Prerequisite: CIS 214*

CIS 313

VISUAL BASIC PROGRAMMING 3(3-2-6)

This course emphasizes the creation of professional business applications using the graphical user interface of Windows to solve business problems. Students learn how to create graphical objects, interfaces and controls, write event driven code, and work with multiple forms and executable files. A thorough presentation of interacting with relational databases using Visual Basic as the front end while focusing on processing XML data as an alternative to data from a relational database. Laboratory required. *Prerequisite: CIS 214*

CIS 315

WEB PAGE PROGRAMMING 3(3-2-6)

Design, construction, development, maintenance, and administration of a web site using HTML, scripting languages, or similar programming tools.

Topics covered include: web design theory, internal and external links, tables and forms, cascading style sheets, dynamic web pages using a scripting language, and multimedia web pages. *Prerequisite: CIS 210*

CIS 316

WEB-BASED APPLICATION DEVELOPMENT 3(3-2-6)

Emphasis is placed upon the development of enterprise applications in Internet environments. Major topics include development, infrastructure, and implementation. Dosing methodologies, client-side and server-side programming, and implementation techniques for enterprise-wide web applications are covered. Web servers and web application servers, as well as their integration with legacy systems, are also discussed.

Prerequisite: CIS 315

CIS 335

MANAGEMENT INFORMATION SYSTEMS 3(3-0-6)

The course includes: organizational foundations of information systems; technical foundations of information systems; building information systems; managing information systems resources and internet skills. *Prerequisite: MGMT 200*

CIS 351

DATABASE DESIGN 3(3-0-6)

A detailed study of the concepts of databases and database management. Topics studied include: data storage and validation, database design concepts, relational models, modelling techniques, normalization techniques, database security and integrity, and backup procedures. A discussion of input/output processing and file organization is also presented.

Prerequisite: CIS 104 or equivalent

CIS 352

DATABASE APPLICATIONS 3(3-2-6)

Examination and evaluation of the use of database management systems in the context of business information systems with emphasis on application. Topics covered include data retrieval, queries, forms and report design. Small scale Database Processing application development stresses the use of databases in business. *Prerequisite: CIS 351*

CIS 414

SYSTEMS DEVELOPMENT PROJECT 3(1-3-6)

Application of concepts, Techniques, and tools used in analysis, design and implementation of computer-based information systems in an applied setting. *Prerequisite: Senior Standing*

CIS 420

ELECTRONIC COMMERCE 3(3-0-6)

Study of the evolving Internet technologies and e-commerce models while exploring the business implications of these fascinating developments. Examination of the architectures, technologies, tools, and implications of the emergence of electronic commerce in the cyberspace. Students will identify and study the principles and concepts needed for designing and analyzing

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the high-performance, scalable, and secure e-commerce systems. *Prerequisite: CIS 351 or permission from Program Coordinator*

CIS 425 **INFORMATION SYSTEMS SECURITY 3(3-0-6)**

Emphasizes the importance of security concepts in a network environment. Topics covered include: physical and logical system security, firewalls, routers, proxies, access controls, intrusion detection and monitoring, cryptography, disaster recovery, and policy based networking. *Prerequisite: CIS 240*

CIS 434 **DECISION SUPPORT SYSTEMS 3(3-0-6)**

A study of the strategies, methods, and tools for dealing with decision making in different organizational contexts. Topics discussed include: structure and functions of decision support systems; group support systems; web-based decision supports systems and others. Real-world cases will be used to discuss the application of DSS tools to support the decision-making processes. Practical experience with a decision support system is recommended. *Prerequisite: CIS 335*

CIS 436 **PROJECT MANAGEMENT 3(3-0-6)**

A study of the project management process, the strategic context of projects, the organizational design for project management, project operations, and interpersonal dynamics in the management of projects. *Prerequisite: MGMT 200*

CIS 444 **NETWORK DESIGN AND ADMINISTRATION 3(3-2-6)**

Study of the network architecture, design, and administration concepts. Topics include: OSI Model, TCP/IP, network topologies, client-server model, network operating systems, network devices and other network applications. This course also examines network administration within the context of local area networks with emphasis on network concepts, installation, organization of the server and workstations, and management/enhancement of the network. *Prerequisite: CIS 240*

CIS 465 **INFORMATION RESOURCE MANAGEMENT 3(3-0-6)**

Designed to serve as a bridge between business administration and information systems, this course provides an overview and understanding of the issues involved in the management of information assets in organizations. The course orientation is the management of people, information, and technology. Emphasis is given to ethical issues and value-based reasoning as they relate to an information systems environment.

Prerequisite: MGMT 200, Senior Standing

CIS 490 **EMERGING TOPICS IN INFORMATION TECHNOLOGY 3(3-0-6)**

Emphasizes contemporary topics of information systems, information technology, information design and management.

CIS 491 **INDEPENDENT STUDY IN INFORMATION SYSTEMS 3(0-0-9)**

Study by an individual student on a special topic under the direction of a specific faculty member. A prospectus/plan for the work is required in advance of registration.

Prerequisite: Senior Standing

CIS 495 **PROFESSIONAL INTERNSHIP 3(0-0-16)**

Supervised work experience of 180 hours in the area of the students concentration, preferably off campus during the summer vacation. Evaluation shall be by the faculty supervisor and the person responsible for supervision of the student in the work place. The grade will be assigned on an S/U basis.

Prerequisite: Permission from the program coordinator

COMM 205 **COMMUNICATION FOR BUSINESS 3(3-0-6)**

A study of the principles basic to making effective oral and written intercultural presentations in the business setting. The course covers such topics as: face to face presentations; interpersonal communication in the workplace including listening skills and non verbal skills; interviews; individual and team reports as well as ethical written business communication through letters, memos, reports and proposals. The course includes a section on the utilization of presentation software.

COMM 270 **CONTEMPORARY COMMUNICATION THEORIES 3(3-0-6)**

Introduction to and application of contemporary communication theories.

COMM 320 **EVOLUTION OF MODERN MEDIA 3(3-0-6)**

Definitions, growth, ramifications and contexts of modern media. The course includes communication assignments intended for a variety of media forms.

COMM 380 **COMMUNICATION PRACTICUM 3(0-0-9)**

Application of communication skills under the supervision of a professional communicator in a work environment.

COMM 390 **TOPICS IN CONTEMPORARY COMMUNICATION 3(3-0-6)**

In-depth study of topics related to recent trends in communication. *Prerequisite: Senior standing.*

COMM 395 **CREATIVE COMMUNICATION: A CHRISTIAN PERSPECTIVE 3(3-0-6)**

Analysis of effective contextualized Christian witness and evangelism in diverse settings. The course may be offered in the vernacular.

COMM 396

THE INTERNET AND MODERN MEDIA IN CHRISTIAN COMMUNICATION

3(2-2-2)

An exploration of strategies used in Christian communication through the Internet or other media devices. A critical evaluation of the effectiveness of various strategies commonly used. Course requirements include exploration of and participation in Internet websites, blogs, chat rooms or like, preparation of one or more Internet project(s) and movie clip(s) with a Christian message.

COMM 474

ISSUES IN ADVENTIST COMMUNICATION

3(3-0-6)

Special study of the contemporary issues and problems of communicating the Seventh-day Adventist Message resulting from social, political, legal, linguistic, and cultural barriers.

Prerequisite: RELT 250.

COMM 477

ETHICAL ISSUES IN COMMUNICATION

3(3-0-6)

A critical examination of social and ethical issues and problem relating to communication in social and business environments. Students will develop a framework for evaluating information, values, and assumptions to make informed ethical decisions related to communication. Case analyses will be used in course.

COMM 496

SEMINAR IN COMMUNICATION

3(3-0-6)

Consideration of the development of communication and the theories and evidence of factors that facilitate or inhibit communication between individuals or groups (including culturally diverse groups). Integration of communication theories into a professional outlook.

ECON 201

MICROECONOMICS

3(3-0-6)

An introduction to economic analysis, problems and policies; the functioning of the market system; the roles of individuals and firms in competitive and monopolistic product and resource markets, distribution of income, inequality, poverty, agriculture, health care and the use of the environment.

ECON 202

MACROECONOMICS

3(3-0-6)

An introduction to economic analysis, problems and policies; the functioning of the market system; national income and expenditure; economic growth and instability; monetary and fiscal policies; public debt; international trade theory, problems and government policies; economics of development.

EDUC 220 EDUCATIONAL PSYCHOLOGY

3(3-0-6)

Study of the Psychological foundations in education with emphasis on the nature of educational objectives, the teaching-learning processes, and motivational principles leading to effective classroom management based on an understanding of developmental and cognitive psychology.

Prerequisite: PSYC 104.

EDUC 260

INTRODUCTION TO EDUCATIONAL PROFESSIONS

WITH FIELD EXPERIENCE

3(2-2-4)

Survey of current educational thought regarding the role of the teacher in the overall purpose of the school. Orientation to supporting educational professions in terms of specialist and administrative positions. The laboratory part includes directed observation of various school functions and procedures.

EDUC 270 PHILOSOPHICAL

FOUNDATION OF EDUCATION

2(2-0-4)

The course comprises an overview of the various schools of thought pertinent to the field of education. It includes an analysis of the assumptions, aims, and practices of major philosophies that influenced education followed by a survey of 20th century movements in educational theorizing. These are compared and contrasted with explicitly Christian (including Seventh-day Adventist) approaches to the theory and practice of education. Students will work out a personal approach to the theory and practice of education in light of a biblical perspective of persons, society, and the human calling in the world.

EDUC 275

INTRODUCTION TO TEACHING METHODS

2(2-0-4)

Study of the common methods for teaching in the elementary schools. Careful and vigorous instruction planning and/or structuring of the learning environment. Introduction to classroom control or management.

EDUC 285

COMPUTERS AND TECHNOLOGY

IN THE CLASSROOM

2(2-0-4)

Introduction to applications of technology used for efficient management and effective learning within school environment. Experience gained in the collecting, recording and assembling of electronic data and the use of software and equipment. The course includes philosophical discussion on the benefits and disadvantages of using technology in education.

EDUC 297

TEACHING PRACTICUM I: OBSERVATION

AND FIELD EXPERIENCE

2(0-0-15)

A supervised introduction to the elementary school classroom setting providing experience through observation and assisting a professionally trained teacher in the regular daily classroom routine. Teaching two beginning lessons with the development of the appropriate documentation is required.

EDUC 330

FOUNDATIONS OF EDUCATION IN SOUTH-EAST ASIA

2(2-0-4)

Survey of educational systems in the Southeast Asian countries with emphasis on elementary and secondary education. An analysis of the underlying social, philosophical, and historical background of the various systems. A review of current government policy, planned reforms and/or trends in the various countries.

EDUC 340**INTRODUCTION TO CURRICULUM DEVELOPMENT 2(2-0-4)**

Survey of the process of curriculum planning and development for classroom teaching, taking into consideration philosophical assumptions, policies, and practices that influence educational outcomes. One content/subject area to be selected for students to analyze the curriculum development process, and to create the classroom experiences that help achieve academic, social, and life goals. *Prerequisite: PSYC 324*

EDUC 353**GENERAL SCIENCE FOR THE ELEMENTARY SCHOOL 2(2-0-4)**

This course provides an introductory background to the knowledge and skills required for teaching elementary school science and technology. It will include elementary topics in the physical, biological and earth sciences. The approach to the material will be immediately practical and will concentrate on the use of everyday simple materials to develop coherent scientific concepts.

EDUC 354**MATHEMATICS FOR THE ELEMENTARY SCHOOL 2(2-0-4)**

This course will include a revision of basic arithmetic computations and algorithms; provide a background to number theory; revise basic algebra, Euclidean geometry and trigonometry and will introduce coordinate geometry of the straight line and basic statistics. Emphasis will be placed on the use of mathematics to solve problems arising from the real world.

EDUC 355**CHILDREN'S LITERATURE 2(2-0-4)**

An introduction to children's literature, children's interests in reading, changes in reading habits, and criteria for selecting reading materials for children in an elementary setting.

Prerequisites: ENGL 114, 115.

EDUC 364**LANGUAGE ACQUISITION AND DEVELOPMENT 3(3-0-6)**

Study of issues currently important in language arts education and development, with emphasis on research and its practical implications for teaching, functions, and programs of the language arts in a school curriculum.

EDUC 375**PSYCHOLOGICAL ENVIRONMENT FOR LEARNING 3(3-0-6)**

Introduction to varied structuring of the learning environment and the special considerations required in the smooth running of the classroom. Explores social emotional factors and issues related to classroom learning. *Prerequisites: EDUC 220, 275*

EDUC 380**PRESCHOOL AND KINDERGARTEN EDUCATION 2(2-1-3)**

Examination of current education thought regarding the role of the teacher and the purpose of pre-school. Consideration of developmentally appropriate curriculum materials and teaching procedures with emphasis on multi-grade and multi-cultural conditions.

EDUC 384**BEHAVIOR MANAGEMENT IN THE SCHOOL AND CLASSROOM 3(3-0-6)**

Examination of the regulation of behavior through application of principles and theories of learning and motivation. Emphasis on behavioral management that results in optimum learning and development through the various stages of life. The course includes a focus on the application of behaviour management for classroom control and supervision. *Prerequisite: PSYC 104.*

EDUC 390**EDUCATIONAL MEASUREMENT AND EVALUATION 3(3-0-6)**

Introduction to educational and psychological measurement including construction, application, interpretation, and evaluation of learning and performance by means of classroom tests and diagnostic techniques. Descriptive statistics as applied to educational practice. *Prerequisite: EDUC 220, 340*

EDUC 397**TEACHING PRACTICUM II: INTERMEDIATE****TEACHING EXPERIENCE 2(0-0-15)**

A supervised two week experience in an elementary school classroom setting providing more advanced experience through observation and assisting a professionally trained teacher in the regular daily classroom routine. Teaching ten lessons with the development of the appropriate documentation is required.

EDUC 430**SOCIAL, LEGAL AND ETHICAL ASPECTS OF****EDUCATION IN SE ASIA 3(3-0-6)**

Survey of educational systems in the Southeast Asian countries with emphasis on elementary and secondary education. An analysis of the underlying social, philosophical, historical and cultural background of the various systems. A review of current government policy and requirements, planned reforms and/or trends in the various countries. Including a study and analysis of ethical and legal issues related to teachers, educational administrators, and school counselors. The course will also look at teacher student relationships, teacher employment, school and school board operation and requirements. *Prerequisite: Senior standing.*

EDUC 440**TEACHING IN A MULTICULTURAL SETTING 2(2-0-4)**

Introduction to the concepts, paradigms and practices necessary for effective education in a setting with students from diverse cultural and economic backgrounds. Examination of strategies and resources that contribute to building positive human relations and remove negative stereotypes or prejudices.

Prerequisite: PSYC 375

EDUC 444**METHODS OF TEACHING LANGUAGE AND READING 2(2-1-4)**

Materials and methods of teaching language arts. Principles related to language acquisition. Instructional strategies for teaching language arts to a young child. *Pre- or Co-requisite PSYC 375.*

EDUC 445

METHODS OF TEACHING MATHEMATICS AND SCIENCE 2(2-1-4)

Curriculum planning; instructional materials; modern teaching methods; recent research and its application in the classroom for the teaching of mathematics, science and health.

Pre- or Co-requisite PSYC 375.

EDUC 446

METHODS OF TEACHING SOCIAL SCIENCES 2(2-1-4)

Examination of current materials and methodology used in teaching social studies in the elementary school.

Pre- or Co-requisite PSYC 375.

EDUC 447

METHODS OF TEACHING BIBLE AND RELIGION 2(2-1-4)

Study of objective, methods and materials used in teaching Bible in the elementary school with special emphasis in current delivery procedures. *Pre- or Co-requisite PSYC 375.*

EDUC 448

METHODS OF TEACHING CREATIVE ARTS 2(2-1-4)

Study of the principles of design and exploration of materials appropriate for primary grade children and the methods for the intelligent use of art materials for the child of elementary school age. *Pre- or Co-requisite PSYC 375.*

EDUC 449

METHODS OF TEACHING PHYSICAL EDUCATION 2(2-1-4)

This course deals with the planning of the curriculum and the organization of a balanced physical activities program in the elementary school. Participation in the elementary school physical education program is required.

Pre-orco-requisite: PSYC 375.

EDUC 450

METHODS OF TEACHING MUSIC IN THE CLASSROOM AND THE SCHOOL 2(2-1-4)

This is a practical course providing an overview of objectives, procedures, and materials appropriate for primary and secondary school music classes and for a school music program.

Pre- or Co-requisite PSYC 375.

EDUC 456

ORGANIZATION AND ADMINISTRATION OF SCHOOLS 2(2-0-4)

Research-based study of the organizational and instructional leadership in the implementation of stability and change in areas such as curriculum supervision and development, administration of staff development, instructional improvement and other aspects of leadership in elementary and secondary schools. Supervised fieldwork is provided.

EDUC 490

SEMINAR: SPECIAL ISSUES IN EDUCATION 2(2-0-4)

In-depth study of selected significant topics or issues in education. *Prerequisite: Senior Standing.*

EDUC 497

STUDENT TEACHING INTERNSHIP 6(0-0-18)

An extended 10 week supervised teaching experience in the classroom including both observation and assistance to the regular teacher. The delivery of a minimum of 145 supervised lessons is required across a range of subjects including two week of full-load teaching. *Prerequisite: Senior Standing.*

EDUC 498

SEMINAR: MICROTEACHING WORKSHOP 1(1-3-1)

Seminar in creativity and innovation in teaching methodology. Monitored and critiqued teaching sessions in which students practice their ideas and demonstrate their special techniques. Presentation and discussion of topics related to mannerisms and teaching methodology. School law, classroom control, comparative teaching style, and administrative and parent-relationship and other topics related specifically to teaching methodology or student-teaching experience. *Prerequisite: Permission of Department*

ENGL 114

ENGLISH COMPOSITION I 3(3-0-6)

The course is an introduction to fundamentals of University writing, focusing on sentence and paragraph constructions, linking and sequencing of ideas, and narrative and descriptive writing. The course includes an application of the principles of English.

ENGL 115

ENGLISH COMPOSITION II 3(3-0-6)

This course is intended to give students further experience in the writing of expository, persuasive and argumentative essays, as well as an introduction of Research Writing Methods.

ENGL 150

COLLEGE GRAMMAR 3(3-0-6)

A study of the parts of speech and classifications of words in the English language. Emphasis is placed on knowledge and correct usage of these classifications relative to the overall structures of the English language.

ENGL 221

APPROACHES TO READING 3(3-0-6)

An introduction to reading skills including predicting possible outcomes, locating main ideas and supporting details, distinguishing facts from opinions, making inferences and drawing conclusions and evaluating an author's writing patterns, point of view, tone, etc.

ENGL 230

INTRODUCTION TO LINGUISTICS 3(3-0-6)

A survey course introducing students to the nature of language and language change, phonology, morphology, syntax, semantics and the social aspects of language.

ENGL 234

APPLIED PHONETICS 3(3-0-6)

A study of the anatomy and physiology of speech production with analysis of the sounds produced when speaking; practice in transcribing into phonetic script, and practice in proper reading.

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ENGL 243

AMERICAN LITERATURE 3 (3-0-6)

A chronological study of major American writers before 1865 and the influences, trends, and philosophies that shaped the development of American literature during this period. This course will cover the American literature of the colonial period, the age of reason and revolution, the romantic period, and the civil war, finishing with the writings of Walt Whitman.

Prerequisite: ENGL 260.

ENGL 244

AMERICAN LITERATURE AFTER 1865 3 (3-0-6)

A chronological study of major American writers since 1865 and the influences, trends, and philosophies that shaped the development of American literature during this period. This course will cover the American literary movements of Realism, Naturalism, Modernism, and Post-Modernism. *Prerequisite: ENGL 260.*

ENGL 253

ADVANCED COMPOSITION 3 (3-0-6)

A course that gives students experience in writing a variety of modern prose forms beyond academic writing with an emphasis on experimentation, flexibility and creativity. Students will also analyze selected prose readings. *Prerequisite: ENGL 115.*

ENGL 259

RESEARCH WRITING 3 (3-0-6)

A study of skills of research writing including the use of library resources; summarizing, paraphrasing, synthesizing, proper methods of citation, including the ethics and style expected in the academic community. The course also includes the presentation of a major documented research paper aimed at a scholarly audience. *Prerequisite: ENGL 115.*

ENGL 260

SURVEY OF ENGLISH LITERATURE I 3 (3-0-6)

An introduction to basic literary terms and the art of reading and studying literature. This course involves a survey of the major authors and literary movements of English Literature from its origins to the end of the 18th century, including the major periods of Medieval, Renaissance, Restoration, and Neoclassical literature.

ENGL 270

SURVEY OF ENGLISH LITERATURE II 3 (3-0-6)

A survey of the major authors and literary movements of English Literature from the 1800s to the present, including the major periods of Romantic, Victorian, Modern, and Post Modern literature. *Prerequisite: ENGL 260.*

ENGL 280

LITERARY ANALYSIS AND CRITICISM 3 (3-0-6)

An in-depth analysis and evaluation of literary works using various critical approaches and perspectives. The course requires the writing of critical papers.

ENGL 301

NEWS WRITING 3 (3-0-6)

A study of the theory and practice of news writing, with an emphasis on writing news stories for different media.

Prerequisite: ENGL 253 or by permission.

ENGL 302

STUDIES IN DRAMA 3 (3-0-6)

A close analysis of plays representing major and minor genres of dramas (tragedy, comedy, tragicomedy, melodrama, farce, etc.) relationship of genre, structure and statement.

ENGL 303

STUDIES IN POETRY 3 (3-0-6)

A close analysis of poetry: prosody, diction, figurative language, structure, tone and theme. Selections read are from an entire range of English and American poetry.

ENGL 304

STUDIES IN FICTION 3 (3-0-6)

A close analysis of the elements of structure and techniques of short stories and novels.

ENGL 315

CREATIVE WRITING 3 (3-0-6)

A study in the principles, techniques and various kinds of creative writing with emphasis placed on student production of original material. The students will be presented with the opportunity to develop their own style and to find possible markets for their manuscripts that may be worthy of publication. *Prerequisite: ENGL 253 or by permission.*

ENGL 335

SEMANTICS 3 (3-0-6)

An in-depth study of the meaning of words and sentences as used in different situations, different time periods and different varieties of the English language. Research work involved.

Prerequisite: ENGL 230.

ENGL 344

CONTEMPORARY LITERATURE 3 (3-0-6)

A study of various genres in contemporary literature, examining the relationship between and among elements of literature and the ways in which literature portrays universal themes. It includes analysis of rhetorical devices, symbols, and archetypes used by writers to develop the theme and style of their writing.

ENGL 352

MAJOR AUTHORS 3 (3-0-6)

This course features two or more of the best known international authors whose works have had a major impact on the English speaking world. Each student is expected to study the texts selected deeply and participate in written and classroom analysis or presentations related to the writings.

ENGL 260 or by permission

ENGL 353

SACRED LITERATURE 3 (3-0-6)

A study of the literary masterpieces of world religions in English translation. The course applies techniques of oral interpretation and literary analysis.

Prerequisite: ENGL 260 or by permission.

ENGL 354

ASIAN LITERATURE 3 (3-0-6)

A study of selected literary masterpieces from Asia, in translation or written in English, from classical times to the present.

Prerequisite: ENGL 253 or by permission.

ENGL 355

LANGUAGE AND CULTURE 3 (3-0-6)

Lectures, films, reading and discussion of the customs and cultures of countries where English is the main language of communication. The course is designed to give the student a better understanding of the cultural diversity, which has given rise to English usage.

ENGL 370

LITERATURE FOR CHILDREN 3 (3-0-6)

This course is a study of what could be considered as suitable English literature (poetry, verse, prose, drama) for children.

ENGL 373

MASS MEDIA ENGLISH 3 (3-0-6)

Introduction to English as used by modern forms of mediated communication. The course features extensive reading, watching, listening, and writing assignments that familiarize the student with mass media language.

ENGL 375

TESOL CLASSROOM ORGANIZATION & MANAGEMENT 3(3-0-6)

Study of research-based models and exemplary practices for classroom management with emphasis on human dynamics, rules and routines, conflict resolution and motivational strategies in various ESL levels (children, teenagers, young adults and adults).

ENGL 381

LANGUAGE TESTING 3(3-0-6)

This course is a study of the principles and techniques of language testing as they relate to the Teaching of English to Speakers of Other Languages. It is also an analysis of useful and reliable instruments for English teachers. Classes include practical work in constructing tests and analyzing test results.

ENGL 395

THEORIES OF LANGUAGE ACQUISITION & LEARNING 3(3-0-6)

A study of the theories regarding child and adult first and second language acquisition and learning with an emphasis on the cognitive, cultural, affective and social variables in second or foreign language learning situations as they apply to the teaching of English as a second language. *Prerequisite: ENGL 230.*

ENGL 396

DEVELOPMENT OF LANGUAGE TEACHING

METHODS 3(3-0-6)

An overview of the development of language teaching methodology from the 19th century to the present. Approaches, methods and techniques will be analyzed both in the light of the understandings of language learning of the specific time periods, as well as, in the light of current understandings.

ENGL 411

TRENDS AND ISSUES IN TESOL 3(3-0-6)

A colloquium to acquaint students with a number of political and social issues relating to TESOL. Active participation in class discussion, giving of oral reports and presentation of scholarly papers is expected of each student. (*Seniors only*).

ENGL 414

ENGLISH FOR TOURISM 3(3-0-6)

A study of the English for Tourism with emphasis on the specialized vocabulary and techniques needed for working in this field.

ENGL 415

FEATURE WRITING 3(3-0-6)

Feature writing and reporting course designed to provide basic competency beyond news writing. Topics include feature writing, story forms and organization, interviewing and reporting techniques, as well as ethical issues related to journalistic writing.

ENGL 418

CRITICAL READING 3(3-0-6)

The practice of reading passages from different books, periodicals and journals on a wide variety of topics including business administration, economics, political science, social science, literature, language and philosophy. Emphasis is placed on analyzing main ideas, styles of writing, and issues involved.

Prerequisite: ENGL 221 or by permission.

ENGL 421

METHODS OF TESOL 3(3-0-6)

An overview of the range of methodological approaches to language teaching as they relate to the teaching of four macro-skills in English (listening, speaking, reading and writing) at various levels. *Prerequisites: ENGL 395 Theories of Language Acquisition and Learning.*

ENGL 425

FILM AND MEDIA STUDIES 3 (3-0-6)

A study of films adapted from novels and plays. The course investigates the nature of the relationship of these forms. Attention will be paid to the theory of film with comparison to the aesthetics of the printed word and the live performance. Attendance at screenings required.

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ENGL 434

HISTORY OF THE ENGLISH LANGUAGE 3 (3-0-6)

A study of the history of the English language, including the sound changes affecting modern English, history of grammatical forms and vocabulary.

ENGL 436

CROSS-CULTURAL COMMUNICATION 3 (3-0-6)

A study of the relationship between culture and communication, and the ways culture influences values and perceptions. Discussions and activities help students develop analytical and communication skills, which enable them to interact with cultural sensitivity and communicate effectively in an intercultural, inter-ethnic, and cross-gender contexts.

ENGL 437

SOCIOLINGUISTICS 3 (3-0-6)

An examination of the relationship between language and social and cultural influences such as national and ethnic origin, social class, education, gender, age, sub-culture and affiliation.

Prerequisite: ENGL 230.

ENGL 445

ADVANCED ENGLISH GRAMMAR 3 (3-0-6)

An overview of major grammatical theories. This course is designed for English majors. It includes a review of traditional grammar, structural analysis and transformational grammar.

Prerequisite: ENGL 150.

ENGL 454

POST-COLONIAL LITERATURE 3 (3-0-6)

This course examines themes in post-colonial literature, mainly focusing on writing in English from South Asia and Sub-Saharan Africa, the centers of British colonial dominance. It looks at how writers from the formerly-colonized world have represented their new nations through their works and how they depict colonial and post-colonial societies.

Prerequisite: ENGL 260 or by permission.

ENGL 455

WOMEN WRITERS 3 (3-0-6)

An exploration of the literary contributions of women writers in the world literature from the 17th to the 19th century. The course examines works by women writing in English in Asia, America, Europe, and Australia, from the 17th century to the present.

Prerequisite: ENGL 260 or by permission.

ENGL 456

LITERATURE FOR YOUNG ADULTS 3 (3-0-6)

Though extensive reading, this course analyzes and examines trends and issues, forms and content, authors and topics of contemporary books read by and written expressively for secondary school students.

Prerequisite: ENGL 260 or by permission.

ENGL 475

MATERIALS DEVELOPMENT FOR TESOL 3 (3-0-6)

An introduction to materials development in TESOL with a focus on evaluating, adapting and designing materials (including curricula) to meet the needs of ESL/EFL learners in various learning situations. Examples of published materials will be analyzed.

ENTR 206

PRINCIPLES OF ENTREPRENEURSHIP 3 (3-0-6)

An introduction to the basic concepts and skills of entrepreneurship, and processes of identifying and launching enterprises for the various forms of business. Topics include corporate entrepreneurship, business development strategies, business plans and the risk and rewards in an entrepreneurial journey.

ENTR 325

NEW VENTURE FINANCING 3 (3-0-6)

This course focuses on the potential funding sources for starting, growing and harvesting an entrepreneurial venture. Emphasis is given to attracting seed and growth capital from a variety of sources and methods of assessing those sources. Course format includes: case analysis, writing a financial plan (group project) and readings. *Prerequisite: ENTR 206*

ENTR 330

SMALL BUSINESS MANAGEMENT 3 (3-0-6)

This course is small-business oriented and helps the student understand and develop the entrepreneurial spirit and how to use it in the formation of a business. Coverage includes opportunity recognition, small business trends, and the challenges and objectives of owning a small business.

Prerequisite: ENTR206

ENTR 335

SOCIAL ENTREPRENEURSHIP 3 (3-0-6)

This course is about using entrepreneurial skills to craft innovative responses to social needs. These skills include recognizing opportunities, mobilizing resources, managing risks, creating viable economic models, and building organizations. Social Entrepreneurship is a new model in the nonprofit sector that helps to generate a vital source of funding and support for the social missions of many organizations. Broadly defined, it includes for-profit companies that pursue social responsible business practices, ventures that create economic opportunity for other and not-for-profit organizations that are found as an innovative response to a particular social issue or cause. It also includes for-profit ventures within a not-for-profit organization. This course explores these organizational options and strategies, especially how not-for-profit firms can generate sufficient resources to become sustainable organizations.

Prerequisite: ENTR206

ENTR 365

GROWTH STRATEGIES FOR THE EMERGING

ENTERPRISE

3 (3-0-6)

This course focuses on the application of management and entrepreneurial concepts for small businesses in their growth stage. Students will be exposed a variety of tools and techniques used in growing a business. *Prerequisite: ENTR 206*

ENTR 465

FEASIBILITY STUDY

3 (3-0-6)

This course is designed to provide an overview of the primary issues related to a business idea. The purpose is to prepare an actual business plan, identifying any “make or break” issues that would prevent a business from being successful in the marketplace. Because putting together a business plan is a significant investment of time and money, it is important that there are no major roadblocks. Identifying such roadblocks is the purpose of a feasibility study. A feasibility study consists of three major areas: a) market issues, b) organizational / technical issues, and c) financial issues. *Prerequisite: One finance course*

ENTR 490

SEMINAR IN ENTREPRENEURSHIP

3 (3-0-6)

This course explores current issues and trends relevant to the field of entrepreneurship and challenges unique to entrepreneurial enterprises. Case studies provide examples of real world problems, extreme examples of success and failure, and potential problem-solving strategies. The objective is to integrate and synthesize prior coursework. *Prerequisite: Permission of instructor*

ENVR 305

ENVIRONMENTAL CONSERVATION

3 (3-0-6)

Study of conservation theories and practices based on current and classical research. Topics will include methods for protection of listed species, maximum foraging theory and related concepts, habitat fragmentation, whole habitat management, pollution analysis and control, the environment and public relations, and other ideas and methods related to conservation management. *Prerequisite: BIOL 152.*

FINA 103

PERSONAL BUDGETING AND FINANCE

3 (3-0-6)

Introduction financial institutions and fundamentals of personal finance including financial planning, budgeting and cash-flow management, credit use, planned borrowing, taxes, and managing major expenditures such as automobiles and housing. This course cannot be used to meet any major requirement for BBA students.

FINA 305

BUSINESS FINANCE

3 (3-0-6)

A course designed to emphasize the fundamental principles of short-term and long-term financial policy in business organization and operation, including stocks and bonds and their functions. It focuses on the role of the finance manager in valuation, financing, risk and return and financial planning.

Prerequisites: ACCT 202, ECON 201

FINA 320

FINANCIAL PLANNING

3 (3-0-6)

This course explores the financial planning process, the code of ethics and professional responsibility, personal financial statements, budgeting, emergency funding planning, credit and debt management, buying vs. leasing, financial institutions, client behavioral characteristics, educational funding, economic concepts, time value of money, property titling, business law, quantitative analysis, monetary settlement planning.

Prerequisite: FINA305

FINA 390

INVESTMENT ANALYSIS

3 (3-0-6)

The nature of securities markets and the characteristics of various types of securities for institutional and personal investment are examined. Sources of investment information, security valuation and investment planning are introduced.

Prerequisite: FINA305

FINA 440

CAPITAL MARKETS AND INSTITUTIONS

3 (3-0-6)

An analysis of the structure of financial markets, financial institutions and financial intermediaries, interest rates and security valuations; securities markets including money, capital, foreign exchange, and derivative markets; commercial banking and other depository institutions. *Prerequisite: FINA305*

FINA 480

ADVANCED CORPORATE FINANCE

3 (3-0-6)

This course examines in depth the concepts and methods of financial management. Topics include risk and returns, asset valuation, capital budgeting, capital structure, business financial planning and working capital management.

Prerequisite: FINA305

HIST 214

HISTORY OF CIVILIZATION

3 (3-0-6)

A survey of civilization from the earliest records, examines the great themes of history from antiquity to the present. Emphasis will be placed on Asian civilizations.

HIST 305

HISTORY AND ARCHAEOLOGY OF THE MIDDLE EAST

3(3-0-6)

Overview of the history of the Middle East with an introduction to the basic premises and practices of archaeology, and an overview of the most important archaeological sites in the Middle East.

HLED 118

HEALTH AND WELLNESS

3 (2-2-5)

A survey course on current health issues. The relationship between health and illness is explored, social and cultural issues as they impact on health practices are investigated. A study is made of the principles of human nutrition and the diet essential for optimum health. Strategies for maintaining personal and family health are discussed along with simple remedies for day-to-day health problems.

COURSE DESCRIPTIONS

HMNT130

THE HUMAN QUEST I: MAN IN SEARCH OF SELF 3 (3-0-6)

A study of the problem of the origin of the cosmos and the human race drawing upon the insights of science, anthropology, philosophy and theological reflection. In exploring the basic questions of human existence the course seeks to introduce the student to the methods and questions of these disciplines.

HMNT131

THE HUMAN QUEST II: MAN IN QUEST FOR ROOTS 3 (3-0-6)

An investigation of the views concerning the nature of humanity through an examination of behavior, make-up, functioning, feelings and thinking. The course will focus on an exploration and evaluation of the various aspects of the problem of human personal identity from the context of the Judeo-Christian perspective.

HMNT210

APPRECIATION OF THE FINE ARTS 2 (2-0-4)

An introductory study and appreciation of Thai, Asian and Western art and music. The course exposes students to the rich cultural heritage of the art and music of the civilizations considered, and students will enjoy visits to museums, exhibitions, and concerts as part of their experience in this class.

HMNT230

THE HUMAN QUEST III: MAN AND HIS SOCIETY 3 (3-0-6)

A study of the participation of the individual in society with regard to social groupings, the nature of group dynamics, personal relationships and the role of politics, law, economics and environmental responsibilities. Historical perspectives will be explored along with the concept of the ideal society.

HMNT231

THE HUMAN QUEST IV: MAN AND HIS DESTINY 3 (3-0-6)

A survey of man's encounter with ideas of ultimate concern and the quest for ultimate meaning. Consideration will be given to the phenomenon of notions of utopia and the idealized future state, notions of time and eternity, life and death, the nature and role of prophecy.

HMNT234

LITERATURE AND CIVILIZATION 2 (2-0-4)

A study of selected literary masterpieces from the classical times to the present, with the main focus on Eastern, Western and sacred literature. Themes considered will relate to the development of the human family and the meaning of being human.

HMNT256

THAI LANGUAGE AND CULTURE 3 (3-0-6)

A study of essential Thai language as well as the origins and traditions of Thai culture and the values that under-gird Thai cultural, socio-economic, political and religious structure. Consideration is also given to the impact of foreign cultures on Thailand in the past and the present.

INFO 120

RESEARCH AND INFORMATION RESOURCES 3 (3-0-6)

Introduction to the tools, concepts, and sources for information literacy. Analysis, use, evaluation and organization of information and reference materials. The course includes search techniques for electronic information retrieval.

MATH 120

SURVEY OF MATHEMATICS 3 (3-0-6)

An application of basic mathematic skills designed specially to meet the general education requirements of the curriculum. Topics cover number systems, sets, topic and functions. In addition, attention is given to simple problem-solving techniques, mathematical data, evaluation of basic statistical information, and decision-making based on mathematical information.

MATH 140

PRECALCULUS 3(3-0-6)

Pre-calculus blends the concepts and skills that must be mastered before enrollment in a University level calculus course. It includes the study of polynomial, rational exponential, and logarithmic functions. Emphasis will be given to the modeling and analysis of real-life scenarios in the areas of business and the life sciences.

MATH 215

STATISTICS 3 (3-0-6)

An introduction to descriptive and inferential statistics including organization and analysis of data, elementary probability, probability estimation, hypothesis testing, correlation and regressions analysis, non-parametric statistics. Applications will include the use of statistics for planning and decision-making in organizations as well as their use for social science and educational settings.

MATH 241

CALCULUS FOR LIFE AND SOCIAL SCIENCES 3(3-0-6)

Introduces basic concepts of differential and integral calculus for students majoring in life and social science. Includes elementary differential and integral of polynomial, logarithmic and exponential functions. The development and analysis of real-life mathematical models in the life and social sciences will be emphasized. *Prerequisite: MATH 140 or permission of the instructor.*

MGMT 200

PRINCIPLES OF MANAGEMENT 3 (3-0-6)

A study of the fundamental theories and practice of management. Emphasis is placed on the evolution of management thought, planning and decision making, organizing, leading and controlling. Ethical and social responsibilities of managers are also critically examined.

MGMT 310

MANAGERIAL ACCOUNTING 3 (3-2-6)

Management accounting focuses on the internal reporting of relevant financial and non-financial information that helps man-

agers make decisions to fulfill the goals of an organization. Discussion and cases present alternative tools for planning, controlling and evaluating the firm's operations and resources. Topics such as budgeting, product costing, performance evaluation and transfer pricing are covered, with emphasis on related incentive and multinational considerations.

Prerequisite: ACCT 202

MGMT 320
ORGANIZATIONAL BEHAVIOR **3 (3-0-6)**

A study of the application of behavioral science concepts to better understand individual and group behavior in organizations. Topics to be covered include the nature of organizations and their structure, individuals in organizations and their relationship to groups and group processes, team building, the influence of structure on behavior and the role of motivation in organizations. *Prerequisite: MGMT 200*

MGMT 325
ORGANIZATION DEVELOPMENT **3 (3-0-6)**

This course is designed to provide an understanding of the underlying theory of organization change and intervention. It will include techniques for developing and improving the organization from a holistic management approach.

Prerequisite: MGMT 200

MGMT 335
HUMAN RESOURCE MANAGEMENT **3 (3-0-6)**

An introductory study examining the fundamental concepts of Human Resource Management. This course is designed to develop skills in applying these concepts to organizational issues and problems. The subject focuses on Human Resource Management from the perspective of both line managers and human resource specialists. Topics include analysis in determining human resource requirements planning, selection of and developing human resources, managing labor relations, health and safety issues and future needs.

Prerequisite: MGMT200

MGMT 340
INTERNATIONAL MANAGEMENT PRACTICE **3 (3-0-6)**

This course explores some of the critical success factors for managing a business across national borders; especially those that may not be present, or perhaps not be as critical, in a wholly domestic business. This not intended to be a "lecture" course but is structured around cases, interactive discussions, and exercises to demonstrate understanding and application of these practices and concepts. *Prerequisite: MGMT 200*

MGMT 353
MANAGEMENT INFORMATION SYSTEMS **3 (3-0-6)**

This course provides an overview of information systems in business. Emphasis is given to information technology and how it can help create competitive firms and assist in prudent decision making in a global marketplace.

Prerequisite: BUAD 250

MGMT 355
QUALITY MANAGEMENT SYSTEMS **3 (3-0-6)**

A study of the methods, management systems and quantitative tools and techniques used to define, control, and assure the quality of goods and service. Emphasis is given to customer driven quality that is an ongoing process. Students will be introduced to internationally recognized quality systems used to ensure continuous quality improvement and accreditation.

Prerequisite: MGMT 200

MGMT 360
OPERATIONS MANAGEMENT **3 (3-2-6)**

A study of the fundamental principles and concepts of operations management and the application of management principles and mathematical techniques to production problems and decisions faced in both manufacturing and service organizations. MATH215

MGMT 415
PROJECT MANAGEMENT **3 (3-0-6)**

A study of the project management process and how projects can help businesses achieve their strategic goals. Topics include technical tools that help organizations plan, schedule, administer, and evaluate projects more efficiently, and interpersonal skills needed to manage projects.

Prerequisite: MGMT 200

MGMT 460
RISK MANAGEMENT **3 (3-0-6)**

This course is an analysis of economic and financial risks related to markets, debt loading, cash flows, fraud, theft of intellectual property, and harvesting benefits. It examines systematic and non-systematic risks, hedging, diversification, and other risk management techniques, evaluation of businesses by considering value at risk (VAR). Case studies and analyses of historical and contemporary cases of success, turnarounds, reorganizations, and failures in emerging, developing and mature business environments worldwide. *Prerequisite: MGMT 200*

MGMT 485
CONTEMPORARY MANAGEMENT PRACTICES **3 (3-0-6)**

Provides students with an opportunity to undertake a systematic investigation of current management issues to have a greater understanding of the complexities of management in the contemporary world. It will include an analysis of organizational and operating problems associated with a global business. *Prerequisite: MGMT 335*

MKTG 300
PRINCIPLES OF MARKETING **3 (3-0-6)**

An introduction to marketing theory and practice and an examination of the major elements involved in the marketing process. Emphasis is placed on analyzing marketing from the viewpoint of the decision-maker. Topics include the marketing concept, the marketing environment, consumer behavior, marketing strategies, promotion decisions, analyzing marketing opportunities, distribution and pricing decisions, product policy and the construction and management of marketing mix.

COURSE DESCRIPTIONS

MKTG 320

CONSUMER BEHAVIOR

3 (3-0-6)

This course introduces students to consumer behavior. It studies the way in which consumers respond to external stimuli from various media, how individuals differ in their responses and how underlying psychological processes influence their responses. It also examines how consumers are affected by other factors such as group dynamics, attitudes and values, personality, social class and culture. Organizational buying behavior is also discussed. *Prerequisite: MKTG300*

MKTG 325

ADVERTISING & MARKETING COMMUNICATIONS

3(3-0-6)

A managerial analysis and examination of the non-personal demand generating element of the firm's marketing efforts. Topics of study include communication theory, advertising, marketing, audience and target segment selection, media analysis, public relations, publicity and other non-personal communication activities. *Prerequisite: MKTG300*

MKTG 330

SELLING & SALES MANAGEMENT

3 (3-0-6)

A study and an analysis of the basic principles of sales management. Topics include: the sales process and effective sales techniques focusing on building long-term relationships with customers, staffing the sales force, sales training, forecasting and planning, organizing and motivating sales people, compensation for the sales force, leadership and evaluating performance. The course also covers initiating an on-line selling program and the employment. *Prerequisite: MKTG 300*

MKTG 380

SERVICES MARKETING

3 (3-0-6)

This course examines the marketing of services as distinct from the marketing of physical products. It studies the characteristics of service organizations, the positioning of a service organization, defining the customer base, managing the marketing mix, designing and implementing the marketing plan. *Prerequisite: MKTG300*

MKTG 410

ISSUES IN MARKETING AND ELECTRONIC COMMERCE

3(3-0-6)

This course covers two areas: current issues and electronic marketing. Current issues relates to recent events, topics, and trends in marketing that are presently exercising the minds of marketers. Electronic marketing examines the emerging interactive technologies and their impact on, and implication for marketers. Special emphasis is placed on communication and direct marketing technologies. *Prerequisite: MKTG300*

MKTG 435

INTERNATIONAL MARKETING

3 (3-0-6)

This course is designed to introduce students to the important issues of international marketing and to gain an understanding

of globalization. Students will be exposed to marketing techniques and strategies that are necessary to compete in the global marketplace. *Prerequisite: MKTG300*

MKTG 495

MARKETING INTERNSHIP

3(0-0-16)

The course will be used to grant marketing credit to students who complete internships of 240 hours in the marketing field. Permission from Program Coordinator.

MKTG 499

INDEPENDENT MARKETING RESEARCH

3 (0-0-9)

Independent research in the student's area of interest in marketing, supervised by a faculty member, culminating in a written and oral report. Written permission from the Program Coordinator required. *Permission from Program Coordinator.*

MUCT 101

INTRODUCTORY VOCAL TECHNIQUE

(1)

An introduction to the basic elements of singing such as notation, pitch, rhythm and elementary harmonies with emphasis on ensemble and choral group work.

MUCT 121

MUSIC THEORY I

3 (3-0-6)

Intensive study of European traditional harmonic concepts beginning with fundamentals. Sight singing and ear training skills are integrated throughout.

Prerequisite: entrance exam.

MUCT 122

MUSIC THEORY II

3 (3-0-6)

Continuation of MUCT 121 through secondary dominants. Sight singing and ear training skills are integrated throughout.

Prerequisite: MUCT 121 Music Theory I.

MUED 370

PIANO PEDAGOGY & PRACTICUM

2 (2-0-4)

Supervised piano teaching including discussion of appropriate materials, repertoire and techniques. Prerequisites: completion of MUCT 121 & 122 and piano proficiency; concurrent study of MUPF 210 or 310, and recommendation of piano instructor.

MUED 390

CLASSROOM MUSIC METHODS

2 (2-0-4)

An overview of objectives, procedures, and materials appropriate for primary and secondary school music classes. Highly recommended for education major/music minor candidates. Prerequisites: MUCT 121, functional music skills and permission of instructor.

MUHL 321

HISTORY OF WESTERN MUSIC I

2 (2-0-4)

A study of the development and literature of western music from antiquity through 17th Century.

Listening Lab included.

MUHL 322
HISTORY OF WESTERN MUSIC II 2 (2-0-4)

Continuing study of W. music history from the 17th to the 20th centuries. Listening Lab included.

MUPF 110
PIANO LESSONS 2 (2-0-4)

Introductory study of fundamental piano skills. For all lessons taken for credit, practice hours must be logged daily and recorded weekly at lessons. Students will be expected to participate in recitals.

MUPF 111
VOICE LESSONS 2 (2-0-4)

Introductory study of fundamental voice skills. For all lessons taken for credit, practice hours must be logged daily and recorded weekly at lessons. Students will be expected to participate in recitals.

MUPF 210
PIANO LESSONS 2 (2-0-4)

Intermediate studies piano or voice, in preparation for a solo recital. Prerequisite: MUPF 110/111 and/or intermediate level skills and recommendation of instructor.

See MUPF 110/111 for practice requirements.

MUPF 211
VOICE LESSONS 2 (2-0-4)

Intermediate voice studies in preparation for a solo recital. Prerequisite: MUPF 110/111 and/or intermediate level skills and recommendation of instructor.

See MUPF 110/111 for practice requirements.

MUPF 310, 311
1 (1-3-1)
ADVANCED STUDY IN PIANO OR VOICE

Prerequisite: demonstrated advanced ability. Subject to approval of and arrangement by the Faculty of Music.

MUPF 270
CHORAL PERFORMANCE 1 (1-3-1)

An auditioned University choir that rehearses three times a week, sings for church and presents one full concert per semester. Course Fee 500 Baht.

MUPF 275
CHAMBER CHOIR 1 (1-3-1)

A select touring choir that performs sacred and secular repertoire as well as dramatic musical works from all eras.

Participation in MUPF 270 Choral Performance required.

MUPF 280
ENSEMBLE 1 (1-3-1)

Vocal or instrumental duos, trios, quartets or larger groups arranged by and under the direction of the music faculty.

MUPF 300
PIANO PROFICIENCY EXAM 0 (0-0-0)

Exam of intermediate piano skills required for a Music Minor endorsement. Includes major and minor scales, chords, single part choral/orchestral score sight reading, choral warm-ups, knowledge of performance indications, and the ability to perform compositions at the intermediate level. Candidates for a minor in music will be advised to prepare for the proficiency exam in the first term of music study.

MUPF 305
SOLO RECITAL 0 (0-0-0)

A thirty-minute solo recital (vocal or instrumental, based on area of specialization) at an intermediate or higher level. Typically presented in the fourth semester of music study, and open to the campus. Required of all Music Minor candidates. Repertoire must be memorized. Recitals will be arranged in consultation with the faculty of music. Prerequisite: MUPF 210 and recommendation of instructor.

MUPF 380
BASIC CONDUCTING 2 (2-0-4)

Study of the art of conducting music ensembles. Includes a conducting practicum. Limited class size – preference will be given to music minors, education majors, and students of theology. Prerequisite: previous or concurrent choir or instrumental ensemble membership and recommendation of instructor.

NOND 044
ORIENTATION TO HIGHER EDUCATION 0 (0-0-0)

A basic orientation for new students to help them succeed academically and to enjoy full collegiate life. The students are taught study methods, library skills, social adeptness, time management techniques, skills for managing personal finances, and work philosophy and attitudes.

OFAD 104
USING BUSINESS TECHNOLOGY (ENGLISH) 3 (2-4-4)

Covers the skills and knowledge required to select, use, and maintain business technology in the workplace. This technology includes the effective use of computer software to organize information and data, and activities such as the maintenance of existing technology and the planning of future technology requirements.

OFAD 114
USING BUSINESS TECHNOLOGY (THAI) 3 (2-4-4)

Covers the skills and knowledge required to select, use, and maintain business technology in the workplace. This technology includes the effective use of computer software to organize information and data, and activities such as the maintenance of existing technology and the planning of future technology requirements.

COURSE DESCRIPTIONS

OFAD 153

OFFICE MANAGEMENT

3 (3-0-6)

An introduction to the duties, responsibilities, procedures, organization and administration of an office such as the collecting, processing, storing and maintaining of workplace information and its systems, including the maintenance of filing and record systems; identifying customer needs and providing a service to customers within a prescribed framework; handling and distributing of incoming mail, collecting and dispatching outgoing mail; and organizing meetings, business travel and schedules.

OFAD 154

WORD PROCESSING I

3 (2-4-4)

An emphasis on the mastery of basic keyboarding skills, speed, accuracy, and formatting styles and techniques as applied to routine business documents, including notes, memos and records using word processing software. A speed of 30 wpm is required by the completion of this course.

Prerequisites: OFAD 104/114

OFAD 200

DOCUMENT PRODUCTION I

3 (2-4-4)

The development of text-based business documents, with emphasis on letters, forms, tables, composition, manuscripts and business reports, using word processing software. A production speed of 40 wpm is required by the end of the course.

Prerequisites: OFAD160

OFAD 261

WORD PROCESSING II

3 (2-4-4)

The design and development of documents using advanced features of word processing applications, with an emphasis on decision-making, developing resourcefulness and the following of complex directions. *Prerequisites:* OFAD160; OFAD200

OFAD 300

SPREADSHEETS AND DATABASES

3 (2-4-4)

An advanced study on the uses of spreadsheets and databases in business, for the storage and retrieval of information with an emphasis on the development of stock and personnel records, general customer services, business accounts and charts.

Prerequisites: BUAD250

OFAD 361

DOCUMENT PRODUCTION II

3 (2-4-4)

The mastery of appropriate desktop publishing and presentation skills for the preparation of newsletters, flyers, programs, specialized monograph material and electronic presentations.

Prerequisites: OFAD160

OFAD 370

PROFESSIONAL SPECIALTY

3 (3-0-6)

A survey of the means of addressing specific secretarial competency needs in specialized professional offices. A requirement of this course is to participate in a period of work experience in an industry related to the student's area of specialization.

Prerequisite: OFAD153; OFADA261; OFAD361

OFAD 385

SUPERVISION

3 (3-0-6)

The development of first line office supervision skills including the mastery of consultative processes, the allocation of tasks and the monitoring of performance. *Prerequisite:* OFAD153

PHIL 101

INTRODUCTION TO PHILOSOPHY

3 (3-0-6)

Introduction to critical thinking, elementary logic, scientific and philosophical methods, and basic philosophical concerns such as ethics, religion, epistemology, metaphysics, and esthetics including a survey of problems and answers proposed by major philosophers. A Biblical and theological framework for a Christian outlook on philosophy.

PHYS 251

GENERAL PHYSICS I

4 (3-3-6)

Study of kinematic and dynamic motion of particles in linear and rotational motion, force, work, momentum, energy and properties of matter. One laboratory per week.

Prerequisite: MATH 140 or equivalent.

PHYS 252

GENERAL PHYSICS II

4 (3-3-6)

Study of thermodynamics, wave properties, electric and magnetic forces, optics, relativity and an introduction to quantum and nuclear physics. One laboratory per week.

Prerequisite: PHYS 251

PSYC 104

GENERAL PSYCHOLOGY

3(3-0-3)

A study of the basic principles and concepts of psychology, emphasizing the scientific basis as well as applied nature of psychological investigation, its fundamental vocabulary and methodologies. It will provide the intellectual orientation to the interplay between brain, mind, behavior and people.

PSYC 204

THE EDUCATIONAL AND PSYCHOLOGICAL PROFESSIONS

3(3-1-5)

Overview of psychological principles as a scientific discipline. Introduction to application of psychology in research, community, health, school, social and business settings. Examination of psychological specialties and APA divisions. An examination of professional and career opportunities in education.

Prerequisite: PSYC 104.

PSYC 214

CHILD AND ADOLESCENT DEVELOPMENT

3(3-0-6)

Study of physical, mental, emotional, social and religious/moral developmental tasks, problems and issues in the different growth stages specific to children and adolescents. Special attention to applications in school and community settings.

Prerequisite: PSYC 104.

PSYC 215

ADULT AND LIFE-SPAN DEVELOPMENT 3(3-0-6)

Study of methods and theories relating to development and decline as observed in the adult, middle-age, and retirement years. Cross-analytical studies on developmental tasks throughout the life-span. *Prerequisite: PSYC 104.*

PSYC 234

COGNITIVE PSYCHOLOGY 3(3-0-6)

An overview of the theories and research on cognition; cognitive processes including perception, attention, memory, reasoning, language, human intelligence, and problem-solving are examined. *Prerequisite: PSYC 104.*

PSYC 235

BIOLOGICAL PSYCHOLOGY 3(3-0-6)

Foundational and integrative understanding of the neural basis of behavior and cognition including how sensory, motor, emotions, and learning capacities arise from the neural networks. Data and theories of brain-behavior relationships from research in the neurosciences are part of this investigation. *Prerequisite: PSYC 104.*

PSYC 244

SOCIAL PSYCHOLOGY 3(3-0-6)

Study of behavior of the individual as a member of the group, and behavior patterns within groups; topics include social interaction, group organization and leadership, social influence on perception, cognitive processes, attitude formation, and attitude change. *Prerequisite: PSYC 104*

PSYC 254

STATISTICS FOR PSYCHOLOGY AND EDUCATION 3(3-0-6)

Understanding of how numerical methods can be applied productively in social studies research. Topics considered include standard scores, confidence intervals, sampling distributions, hypothesis testing, correlation, and regression as applied to education and psychology.

PSYC 315

PSYCHOLOGY AND THE EDUCATION OF THE EXCEPTIONAL CHILD 3(3-0-6)

Study of determinants, characteristics, problems, and judgments of gifted/talented persons or those with mental, physical, emotional, or social disabilities. Clinical definitions of abnormal behavior. Survey of assessment, remediation, adjustments and educational methods for exceptional children: Processes for the provision of special education and related services. *Prerequisite: EDUC 220.*

PSYC 324

THEORIES OF LEARNING AND INSTRUCTION 3 (3-1-5)

Examination of the major approaches to learning and instructional theories and their application in an educational and/or school setting. Emphasis on practical applications of cognitive processes as related to teaching/learning environments. *Prerequisites: EDUC 220, PSYC 104.*

PSYC 325

INTRODUCTION TO PERSONALITY THEORIES 3 (3-0-6)

Study of the vital constructs of psychoanalytic, behaviorist, humanistic, and other theoretical bases designed to enhance understanding of the individual personality from an empirical point of view. *Prerequisite: PSYC 104.*

PSYC 334

HISTORY AND SYSTEMS OF PSYCHOLOGY 3 (3-0-6)

Philosophical and historical backgrounds of psychology leading to a consideration of contemporary schools and systems of psychology. *Prerequisite: PSYC 104.*

PSYC 335

SENSATION AND PERCEPTIONS 3 (3-0-6)

How do we see and hear? How does the brain make sense of all the sensory inputs it gets to produce the rich perceptual world you experience? Through lectures, in-class demonstrations, and discussions, students learn how the anatomy and physiology of the eye and ear (and related parts of the brain) allow us to understand speech, perceive color, see motion and depth, and even recognize faces. *Prerequisite: PSYC 104.*

PSYC 345

CROSS-CULTURAL PSYCHOLOGY 3 (3-0-6)

Cross-cultural study of selected topics that cut across different areas of psychology. It emphasizes Asian psychological issues pertaining to indigenous ways of coping and relating, such as cultural identity, intergenerational conflict, stereotypes, and mental health in the larger context of the emerging global society. *Prerequisite: PSYC 104.*

PSYC 354

RESEARCH DESIGN FOR PSYCHOLOGY & EDUCATION 3 (2-3-3)

Systematic approach to the problem of designing and conducting research within a larger scientific context featuring both experimental and non-experimental (including qualitative) methods. *Pre or co-requisite: PSYC 254 OR MATH 215.*

PSYC 355

INTRODUCTION TO PSYCHOLOGICAL TESTING 3(2-3-3)

Introduction to the various types of tests used in diagnosis in both clinical and classroom setting. Examines objective and projective test samples. The development of competencies and understanding in selecting, administering, and interpreting the major types of standardized tests and inventories used in education and counseling. Ethical principles and issues will also be presented. *Prerequisite: PSYC 354.*

PSYC 375

PSYCHOLOGICAL ENVIRONMENT FOR LEARNING 3(3-0-6)

Introduction to varied structuring of the learning environment and the special considerations required in the smooth running of the classroom. Explores social emotional factors and issues related to classroom learning. *Prerequisite: EDUC 220, 340*

COURSE DESCRIPTIONS

PSYC 425

FUNDAMENTALS OF GUIDANCE AND COUNSELING 3 (2-2-5)

Introduction to the major theories and practices in counseling. The philosophy, functions and organization of counseling in the community and in school settings. Opportunity is provided for the development of initial skills in counseling in simulated practice sessions. *Prerequisite: PSYC 220.*

PSYC 454

EDUCATIONAL AND VOCATIONAL PLANNING AND COUNSELING 3 (3-1-5)

Study of techniques in educational planning as well as theories of vocational development and relevant counseling approaches, ethical issues, and application to a diverse work setting, dual career families, and the changing roles of men and women.

Prerequisite: PSYC 104.

PSYC 480

ETHICS AND ISSUES IN PSYCHOLOGY 3 (3-0-6)

Survey of ethical, legal, and professional issues facing practitioners. Designed to teach a process of ethical decision-making as well as enhanced analytical skills necessary for responsible involvement in the practice of psychology. It serves to increase awareness of the complexities inherent in educational and psychological practice. *Prerequisite: Senior Standing.*

PSYC 490

SEMINAR IN SPECIAL ISSUES 3 (3-0-6)

Selected topics in psychology, counseling, student personnel work, and student development, with special emphasis on the cultural and historical background, definition, settings, roles, and research foci. Applied research, creative projects and/or investigations are facilitated for eventual presentation.

Prerequisite: Senior Standing.

PSYC 495

OBSERVATION, INTERNSHIP AND

FIELD EXPERIENCE OR 1(1-2-1)

PROJECT IN PSYCHOLOGY 1(0-0-3)

Placement in an educational setting for supervised experience (internship) in the practical application of theories and techniques of education and psychology. Generally, the intern is involved with the various responsibilities that are normally part of a full-time personnel. Up to six units may be earned.

Prerequisite: Senior Standing.

PSYC 496

SEMINAR: TOPICS IN PSYCHOLOGY 2 (2-0-4)

In depth study of topics related to recent trends in psychology. Limited to advanced students. *Prerequisite: Senior Standing.*

PSYC 497

SENIOR PROJECT IN PSYCHOLOGY 1(0-0-3)

Research on an independent basis in collaboration with the instructor on a topic in Psychology. May include practical observation or field work. *Prerequisite: Senior Standing.*

RELB 104

ETHICAL MODELS 2 (2-0-4)

A study of ethics and approaches to ethical living from a Christian religious perspective. Emphasis is given to ideas, experiences and materials, which facilitate the development of personal value system and provide a foundation for student's character building. Historical models for ethical behavior will be examined and applied in the contemporary setting.

RELB120

INTRODUCTION TO SACRED LITERATURE 2 (2-0-4)

An introduction to sacred literature including a study of the background, development and structure of religious texts and an investigation of themes from various texts particularly relevant to living value-filled lives in the modern world.

RELB 160

SOURCES OF CHRISTIAN FAITH 3 (3-0-3)

A comprehensive study of the origins of the Christian faith. Introduction to the times, religions and philosophies of the Middle East around the beginning of Common Era. The unfolding of the life and teachings of Jesus with analytical attention to the culture of the times as well as the time and method of recording the events. The impact of the work of Jesus to his age and to the present day.

RELB 213

ELEMENTARY HEBREW 3 (3-0-6)

Introduction to the fundamentals of Biblical Hebrew grammar, structure, alphabet, and basic vocabulary. Practice in the use of language tools. Readings in selected Hebrew texts.

RELB 221

ELEMENTARY GREEK I 3 (3-0-6)

Introduction to the fundamentals of the grammar and syntax, vocabulary, and translation of the Koine Greek of the New Testament. Practice in the use of language tools.

RELB 222

ELEMENTARY GREEK II 3 (3-0-6)

A continuation of RELB 221. *Prerequisite: RELB221*

RELB 260

THE LAW AND THE WRITINGS 3 (3-0-6)

Synopsis of Old Testament law and writings and the study of their structure, themes, theology, historical settings, and significance as sacred Christian literature, with an emphasis on the basic hermeneutical principles for the study of the Old Testament.

RELB 307

INTRODUCTION TO THE OLD TESTAMENT 3 (3-0-6)

Introduction to the purpose, literary forms, and messages of the Old Testament books in the Bible, and some of the problems raised by lower and higher criticism. Topics include a short introduction to the main phases of Old Testament history.

RELB 313

INTERMEDIATE HEBREW 3 (3-0-6)

Translation of selected portions of the Hebrew Old Testament. Introduction to the steps and tools of Hebrew exegesis.
Prerequisite: RELB 213

RELB 321

INTERMEDIATE GREEK I 3 (3-0-6)

Introduction to the intermediate grammar and syntax of Biblical Greek. Readings in selected texts of the Greek New Testament.
Prerequisite: RELB222

RELB 322

INTERMEDIATE GREEK II 3 (3-0-6)

A continuation of RELB 321. *Prerequisite: RELB321*

RELB 345

INTRODUCTION TO THE NEW TESTAMENT 3 (3-0-6)

Introduction to the history, literary forms, and messages of the New Testament books in the Bible, and some of the problems raised by lower and higher criticism.

RELB 347 PRINCIPLES OF BIBLICAL ETHICS FOR CONTEMPORARY SETTING 3 (3-0-6)

A consideration of the moral teachings of the Bible in comparison and contrast to modern ethical theories. Application to specific ethical issues that relate to pastoral ministry.

RELB 351

HEBREW PROPHETS 3 (3-0-6)

A study of the prophetic traditions of the Old Testament and their Christian application, and a study of the theological themes of Old Testament prophets and introduction to the phenomena of prophecy.

RELB 365

EPISTLES IN THE EARLY CHRISTIAN CHURCH 3 (3-0-6)

Exegetical reading and study of the Pauline and General Letters of the New Testament. A thematic study of letters from Paul, Peter, James, Jude, and John. In-depth study into selected Letters as illustration of various approaches in Bible study.

RELB 420

OLD TESTAMENT APOCALYPTIC WRITINGS 3 (3-0-6)

Survey of the apocalyptic writings of the Old Testament and the intertestamental period. The style, methodology, and message of the apocalyptic. A search for the meaning and relevance of the book of Daniel by the help of the latest scholarship and verse by verse immersion in the text.

RELB 425

CHRISTIAN APOCALYPTIC WRITINGS 3 (3-0-6)

A study of the background, contents, and construction of the book of Revelation. A review of the various models of interpreting the book. Chapter by chapter exegesis of the Revelation with an appraisal of its current relevance in Christian life and proclamation.

RELB 481

HEBREW EXEGESIS 3 (3-0-6)

A verse by verse translation and exegesis of an Old Testament book or selected texts. *Prerequisite: RELB313 or permission of the instructor.*

RELB 482

GREEK EXEGESIS 3 (3-0-6)

A verse by verse translation and exegesis of a New Testament book or selected texts. *Prerequisite: RELB322 or permission of the instructor.*

RELB 495

STUDY TOUR OF THE MIDDLE EAST 1-3 (0-4-2/0-6-4/0-8-6)

Guided study tour of the Bible lands. Research paper required.

RELB 496

TOPICS IN BIBLICAL STUDIES 3 (3-0-6)

Study of research methods in religion, with special attention to bibliographic and archaeological techniques. Through the in-depth study of one single book to be selected for the students to examine contemporary lifestyles, cultural settings, linguistic peculiarities, and socio-religious contexts, to extract the mandate and message communicated by the author.

Prerequisite: Senior standing.

RELE 230

INTRODUCTION TO MORAL AND RELIGIOUS EDUCATION 2 (2-0-4)

Study of the historical, scriptural, philosophical, and psychological bases of moral and religious education. Preparation of a syllabus for teaching religion at the elementary or secondary school levels.

RELE 250

PRINCIPLES AND CONCEPTS OF ADVENTIST EDUCATION 2 (2-0-4)

Study of the fundamental principles of education, expressed in the writings of Ellen G. White, and interpreted/practiced by the Seventh-day Church. Comparison with contemporary philosophies of education.

RELE 497

STUDENT TEACHING IN RELIGIOUS EDUCATION 4 (0-8-4)

Supervised application of teaching in the classroom.

Prerequisite: Senior Standing

RELG 120

CONCEPTS OF CHRISTIAN PHILOSOPHY 2 (2-0-4)

A study of the philosophy of Christianity, with consideration being given to the relationship between God and man, an analysis of the nature of man, and an exploration of topics such as the origins and meaning of life, the problem of good and evil, the human search for happiness and fulfillment, and the relationship between faith and reason.

COURSE DESCRIPTIONS

RELH 270

ADVENTIST HERITAGE AND MISSION 3 (3-0-6)

Study of the Second Advent Awakening in the nineteenth century and subsequent development of the Seventh-day Adventist Church.

RELH 325

HISTORY OF CHRISTIANITY I 3 (3-0-6)

Study of the rise and growth of the Christian Church from Pentecost to the Reformation, with highlights on themes related to Asia.

RELH 326

HISTORY OF CHRISTIANITY II 3 (3-0-6)

This course includes the study of modern Church History since the Reformation and the study of the development of Christian missions with an emphasis on Asia.

RELH 375

HISTORY OF CHRISTIAN DOCTRINAL DEVELOPMENT 3(3-0-6)

Study of orthodoxy and the development of vital Christian doctrines, tracing the stages and forms of the Apostolic Creed and major theological themes (theology, Christology, anthropology, soteriology, ecclesiology, eschatology, etc.) and unique Adventist doctrines.

RELH 390

SELECTED TOPICS IN CHURCH HISTORY 3 (3-0-6)

An in-depth study of relevant areas of Church History.

RELM 280

RELIGIONS OF SOUTH-EAST ASIA AND THE WORLD 3(3-0-6)

A study of major world religions and contemporary expressions of faith with emphasis on the South-East Asian setting. Analysis of their teachings, ethical and moral values, worship styles and ethical lifestyles.

RELM 346

COMMUNICATING RELIGIOUS TRUTH

IN SOUTHEAST ASIA

3 (3-0-6)

Analysis of the traditional and innovative evangelistic approaches effective in individuals, small groups, and masses in Southeast Asia. Special investigation on the use of technology and marketing methods in communicating the Adventist message today.

RELH 377

INTERFAITH DIALOGUE IN MISSIONS

3 (3-0-6)

A study of interfaith dialogue between various Christian Churches or between Christian and non-Christian religions.

RELM 420

URBAN MINISTRY AND EVANGELISM

3 (3-0-6)

A study of the city as the focus of evangelism. Strategies for reaching secular people with the gospel through worship evangelism, special target group ministries, church planting, etc.

RELM 446

PSYCHOLOGY OF RELIGIOUS EXPERIENCE

3 (3-0-6)

Investigation of religious phenomena and crises throughout life, with emphasis on conversion, spiritual growth, commitment, and part religion plays during danger, near-death experiences, final moments, as well as personal victories. Analysis of the development of spirituality throughout childhood, adolescence, young adulthood, maturity, and old age.

Prerequisite: PSYC 104.

RELM 491

TOPICS: ISSUES IN MEETING CULTURE

3 (3-0-6)

Study of contemporary issues in cultural anthropology with a missiological viewpoint. Topics include ecumenism, power encounters, polygamy, membership commitment, multicultural churches, indigeneity, ancestor worship, and/or closed countries.

RELM 495

SELECTED TOPICS IN MISSIOLOGY

3 (3-0-6)

Study of one or more relevant areas in contemporary missiological debate or of the research methods used in missiology. *Prerequisite: Senior Standing*

RELP 201

PERSONAL AND CONGREGATIONAL SPIRITUALITY 2 (2-0-4)

Study of Biblical and historical data on personal and congregational spirituality including practical application.

RELP 211

INTRODUCTION TO CHURCH ACCOUNTING

3 (3-0-6)

The basic concepts of accounting related to the local church and mission level. Theoretical foundation of accounting, introduction to the accounting cycle, preparation and analysis of financial statements, auditing and control systems, budgeting. The class may involve the use of basic accounting software suitable for local church use.

RELP 221

CHRISTIAN MISSION, MESSAGE, AND MANDATE 2 (2-0-4)

In-depth analysis of the Christian Message in terms of the global mission, theological and lifestyle values, proclamation of the gospel, creeds and the reason for the existence of the Christian church.

RELP 222

CHRISTIAN APOLOGETICS

2 (2-0-4)

A survey of representative approaches to Christian apologetics from the church fathers to the present. The course includes a cultural component as each different culture presupposes a different set of questions and answers for relevant apologetics.

RELP 223

PRINCIPLES OF CHRISTIAN MISSION

2 (2-0-4)

A general introduction to Christian missions including Biblical paradigms and practical perspectives. A survey of theological

motivation for missions and communication theories applicable to Christian ministry including principles of cross cultural interaction and an outline of church growth principles.

REL 235

CHRISTIAN SALESMANSHIP 2 (1-3-1)

Introduction to Seventh-day Adventist evangelism through literature, and the principles of Christian Salesmanship through community visitation.

REL 255

CHURCH LEADERSHIP AND ADMINISTRATION 3 (3-0-6)

Study of effective church administration, the principles of shepherd leadership and the function of the local pastor as the leader. The basic policies and structures of the Seventh-day Adventist Church.

REL 308

HOMILETICS I 3 (2-1-5)

Survey of the foundations for effective Biblical preaching with attention to the call and preparation of the preacher, principles of Biblical hermeneutics, the elements of sermon formulation, and principles of sermon delivery. Peer review on the delivery of a topical, biographical, or narrative sermon. The laboratory sessions of the course may be offered in the vernacular.

REL 309

HOMILETICS II 3 (2-1-5)

Study on the preparation and delivery of expository sermons, with attention to the discovery of the exegetical idea of the text, the formulation of the homiletical idea, and preaching with conviction. Peer review on the delivery of expository sermons. The laboratory sessions of the course may be offered in the vernacular.

REL 310

PRINCIPLES OF PUBLIC EVANGELISM WITH FIELD PRACTICUM 3 (2-3-4)

Study of the basic principles related to public evangelism. Topics include planning, budgeting, advertising, use of aids and audiovisual materials, gaining local church participation and various approaches to public evangelism. The course includes participation in a field school of evangelism or practicum in cooperation with one of SAUM missions. The course may be offered in the vernacular.

REL 360

PRINCIPLES OF PASTORAL MINISTRY 3 (3-0-6)

An introduction to the gospel ministry. The nature and function of pastoral ministry with the intent of acquainting the prospective minister with the unique combination of roles and responsibilities carried by a pastor in a local congregation. The course may be offered in the vernacular.

REL 361

PASTORAL MINISTRY PRACTICUM 2 (0-4-2)

Field experience in a local church under the supervision of a pastor. The course includes participation in various church func-

tions, teaching, planning, and administration as well as personal ministry, visitation, Bible studies, and other duties as prescribed in the practicum handbook. This course should preferably be taken as full time work at the student's home mission (during Inter-Semester and semester breaks) but it is also possible to complete the requirements part time at Asia-Pacific International University campus (over two semesters).

REL 366

STRUCTURE AND OPERATION OF THE SDA CHURCH 3(3-0-6)

Study of the structure, organization, and operations of the Seventh-day Adventist Church from the viewpoint of a local pastorate. Differentiation between the corporate business from the spiritual nurture functions of the Church—finance, authority, ownership, etc. Study of the principles and policies that govern Church operations.

REL 368

ADVANCED HEALTH ISSUES & HEALTH EVANGELISM 2(2-0-4)

An analysis of the theological foundation and Biblical data issues related to health and a survey of health and temperance issues in the light of scientific data. *Prerequisites: HLED 118 and RELT 250 or the permission of the instructor.*

REL 377

CHRISTIAN WORSHIP & MUSIC WITH PRACTICUM 4(3-2-7)

Study of the theology, elements, history, and of Christian worship and the use of music in worship setting. Analysis of each component in the typical Adventist Worship Services to discover new scripture-based approaches in liturgy to make worship more meaningful to all worship groups within the church. Mastery of liturgical elements associated with birth, marriage, dedications, baptism, prayers, funeral, and other ceremonies of the Adventist Church. A survey of music fundamentals, sacred music, and the use of indigenous music forms and styles in the promotion of worship in national context. The course includes participation practical worship planning and execution.

REL 378

TECHNOLOGY AND COMPUTER APPLICATIONS FOR PASTORS 3 (3-0-6)

Introduction to and practical application of various technological devices and software related to the work of a local pastor. Topics include: Sound systems, lighting systems, multimedia systems, software for word processing, power point presentations, spreadsheet and database, theological software tools, etc.

REL 380

FAMILY LIFE ISSUES 3 (3-0-6)

A study of the principles and contemporary issues that relate to family wellness. Topics include the building of healthy relationships, spousal interaction, child or spousal abuse, problems in parenting, and aging and health and crises at critical periods in the life cycle. An introduction to the principles of marital counseling is included.

COURSE DESCRIPTIONS

REL 384

WORSHIP PRACTICUM 2 (0-3-2)

Development of a paradigm for worship relevant to contemporary living based on biblical and historical perspectives in Christian faith. Preparation of worship services for different liturgical occasions and audiences. The course may be offered in the vernacular. *Prerequisite: RELT 476 or permission of instructor.*

REL 386

PRINCIPLES OF YOUTH MINISTRY WITH PRACTICUM 2(2-3-4)

Practical hands-on experience in youth ministry designed to prepare pastors for distinctive roles in ministry to the youth of the church, including serving as youth pastor in a designated congregation to acquire leadership skills through participation in Earliteens and Youth Sabbath School, Youth camps, Pathfinder clubs, evangelistic meetings, etc. The course normally includes some pathfinder leadership or Master Guide training. The course may be offered in the vernacular.

REL 395

CREATIVE CHRISTIAN COMMUNICATION 3 (3-0-6)

Analysis of effective contextualized Christian witness and evangelism in diverse settings. The course may be offered in the vernacular.

REL 396

THE INTERNET & MODERN MEDIA IN EVANGELISM 3(3-0-6)

An exploration of strategies used in Christian communication through the Internet or other media devices. A critical evaluation of the effectiveness of various strategies commonly used. Course requirements include exploration of and participation in Internet websites, blogs, chat rooms or like, preparation of one or more Internet project(s) and movie clip(s) with a Christian message.

REL 476

PASTORAL CARE AND COUNSELING WITH CLINICAL PRACTICUM 4 (3-2-7)

Introduction to the principles and practice of the pastoral care of individuals through the application of counseling techniques and the spiritual resources of the Christian community. Theological reflection on the counseling techniques in the context of pastoral redemptive care. The course includes a clinical practical section which includes personal counseling and observation visits to correctional and rehabilitation centers, hospitals, nursing homes, etc. *Prerequisite: PSYC 104*

REL 487

PERSONAL MINISTRY PRACTICUM 2 (1-3-2)

Application of the skills of personal ministry, including individual and small group (relational) evangelism and pastoral visitation. Combining theory and practice in congregational nurture and church growth, preparation of a full range of doctrinal bible studies. Choices of work setting include: schools, churches, crisis centers, nursing home, healthcare organizations, and other agencies. The course may be offered in the vernacular. *Prerequisite: RELP360.*

REL 488

INTERNSHIP IN PASTORAL CARE 1-3 (0-2-1/0-4-2/0-6-3)

Application of pastoral care skills under the supervision of a professional chaplain or counselor in an appropriate setting like hospital chaplaincy, prison ministry, or a counseling service. The course may be offered in the vernacular.

REL 490

DIRECTED READING IN PASTORAL CARE 3 (0-0-9)

Independent supervised study in pastoral care. Research reports or paper required. *Prerequisite: Senior standing.*

REL 494

ISSUES IN PASTORAL WORK 3 (3-0-6)

Seminar on specific relevant issues and problems relating to the work of a local pastor in the Southeast Asian setting. Topics include dealing with doctrinal issues, conflict management, meeting community opposition, and financial challenges.

Prerequisite: Senior standing.

REL 496

CLINICAL PASTORAL CARE 2 (1-2-2)

Analysis, application, and mastery of pastoral skills. Personal counseling sessions with an experienced counselor, and practice of pastoral care and counseling skills under a professional mentor. *Pre- or co requisite: RELP 474.*

RELT 250

FUNDAMENTALS OF CHRISTIAN BELIEFS 3 (3-0-6)

Topical study of basic Christian teachings and doctrines, such as Salvation, the Sabbath, the Second Coming of Jesus Christ, Health practices, Temperance, Global Mandate, State of the Dead, the Sanctuary, the Judgment, etc.

RELT 265

MISSION, MESSAGE AND MANDATE OF THE SDA CHURCH 3 (3-0-6)

In-depth analysis of the Seventh-day Adventist Church in terms of its global mission, theological and lifestyle values, proclamation of its version of the gospel, its creeds, and the reason of its existence today.

RELT 290

SPIRITUAL FORMATION AND METHODS OF DEVOTION 2(2-0-4)

A study of methods pastors use in their person devotion and spiritual growth. The course includes experimenting with the methods and journaling.

REL 310

BIBLICAL THEOLOGY 3 (3-0-6)

Biblical Theology is a disciplined reflection on the divine revelation in Holy Scripture. More generally, a biblical theology draws its concepts from the Bible and attempts to be faithful to the scriptural norm. This requires a grasp of the literary and historical contexts for each theological concept of the Bible.

RELT 340

GENDER ISSUES IN THE ASIAN CONTEXT 3 (3-0-6)

In-depth analysis of the Biblical data of the role of women in the Christian church with case studies and perspectives related to the Southeast Asian setting.

RELT 360

MINISTRY AND MESSAGE OF E. G. WHITE 3 (3-0-6)

Study of the life, ministry, and message of Ellen White in connection with the development, history, progress, and current work of the Seventh-day Adventist Church of which she was one of the principle founders. It is related to History of the Seventh-day Adventist Church, but focuses specifically in the ministry, message, and writings of Ellen White.

RELT 384

FOLK RELIGION IN SOUTHEAST ASIA 3 (3-0-6)

Study of Asian religions practiced by the common folk in Southeast Asia encompassing myths, superstitions, syncretistic religious practices, the pantheon, and religious themes. Analysis on religious permeation into the lives, cultures, and laws of Southeast Asian countries.

RELT 386

TEACHINGS AND PRACTICES OF SOUTH-EAST ASIAN RELIGIONS 3 (3-0-6)

Study of Asian religions by an analysis of their scriptures, official interpretation, religious publications, and formal pronouncements by their religious teachers and leaders. Comparative study of doctrines and practices of Animism, Buddhism, Chinese religions, Hinduism, Islam, Christianity and other minority religions.

RELT 390

READINGS IN SPIRITUAL CLASSICS 1-2 (1-0-2/1-0-4)

A directed study on theological, devotional, and biographical books that have shaped Christian spirituality through the centuries.

RELT 401

HERMENEUTICS 3(3-0-6)

An in-depth study of the methods of Biblical interpretation. A review of historical development and an examination of hermeneutical presuppositions. Formulation of sound principles of biblical interpretation with application on selected texts.

Prerequisite: A working knowledge of Hebrew or Greek or permission of the instructor.

RELT 435

PAULINE THEOLOGY 3(3-0-6)

An investigation of the person of Paul and his contemporary world. A study of his letters and their influence on the development of Christian theology is also addressed.

RELT 455

BIBLICAL HERMENEUTICS AND DOING THEOLOGY IN ASIA 3(3-0-6)

The study of the critical disciplines employed in interpreting the

Biblical text for ethical and theological reflection with introduction to the development of Asian theological thinking and issues related to Asian hermeneutics.

RELT 474

ISSUES IN COMMUNICATING THE SDA MESSAGE 3(3-0-6)

Special study of the contemporary issues and problems of communicating the Seventh-day Adventist Message resulting from social, political, legal, linguistic, and cultural barriers.

Prerequisite: RELT 250.

RELT 481-3

DIRECTED READING IN RELIGIOUS STUDIES 1-3 (1-0-2/1-0-4/1-0-6)

An independent in depth study course on a relevant area in religious studies. The course is offered by permission of the dean to advanced students. *Prerequisite: Senior Standing.*

RELT 484

ASIAN PERSPECTIVES IN THEOLOGY 3 (3-0-6)

Contemporary theological perspectives and historic Christian creeds in the Asian context. The course includes insights into issues related to Asian Seventh-day Adventist theology.

Prerequisite: RELT 310

RELT 486

SEMINAR IN ADVENTIST THEOLOGY 2(2-0-4)

A seminar on issues peculiar or relevant to Seventh-day Adventist theology. A research paper is required.

RELT 487

SELECTED TOPICS IN THEOLOGY 3 (3-0-6)

Seminar-workshop exploring issues in theology or recent trends in Asian theology. *Prerequisite: Senior Standing.*

RELT 488

SEMINAR IN PASTORAL ETHICS 2 (2-0-4)

Seminar on ethical issues in various pastoral roles and responsibilities including confidentiality, clergy sexual misconduct, collegiality with professional peers, and the ethics of preaching, counseling, and social witness. A research paper is required.

RELT 490-3

SENIOR PROJECT 0-3 (0-0-1/1-0-2/1-0-4/1-0-6)

Independent guided research. *Prerequisite: Senior Standing.*

RELT 496

SELECTED TOPICS IN ASIAN RELIGIONS 3 (3-0-6)

Seminar-workshop exploring the problems and issues of Asian religious beliefs that confront the preaching of the gospel.

RELT 497

SEMINAR IN CONTEMPORARY THEOLOGY 3 (3-0-6)

Seminar-workshop exploring issues relevant in contemporary theology. *Prerequisite: Senior Standing.*

COURSE DESCRIPTIONS

RELT 498

DIRECTED READING IN CHRISTIAN

WOMEN'S ISSUES

1-3 (1-0-2/1-0-4/1-0-6)

A study of books that deal with women's role in the church, feminist theology, or with women's issues in Asian churches.

SOCI 204

MARRIAGE AND FAMILY

2(2-0-4)

A study of the factors necessary for building healthy relationships within the family group and with significant others, as well as an examination of the principles involved in a mature approach to courtship, marriage and parenthood.

SOCI 205

THE FAMILY OF MAN

2(2-0-4)

A basic course in cultural anthropology and sociology emphasizing practical implications of an appreciation of other cultures in a shrinking global village. The course is aimed at fostering harmony and better understanding between cultures while promoting and maintaining the cultural identity and uniqueness of each individual's personal heritage.

SOCI 214

HOME AND LIFE VALUES

2(2-0-4)

A study of the dynamics of home and human relations. The course deals with the influence and role of family, its values as they relate to society, and factors that relate to its success.

SOCI 333

COMMUNITY DEVELOPMENT

3 (3-0-6)

Detailed overview of the fundamental concepts and models, principles and strategies of community development in South-east Asia. Exploration of how rural communities in diverse cultural, political, and economic settings can build on local assets, skills, and capacities to improve the lives of indigenous and other residents. Topics include civic engagement, housing, community economic development, sustainability, and community diversity.

SOCI 334

ADVANCED COMMUNITY DEVELOPMENT

3 (3-0-6)

Continuation of SOCI333 with particular emphasis on writing proposals for and working with NGOS and other financial supporters of community development.

SPCH 204

FUNDAMENTALS OF SPEECH

AND COMMUNICATION

2(2-0-4)

A practical course designed to acquaint students with the process of public speaking and the basic principles involved in speech preparation and presentation.



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2009-2012

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Appendix I

ASSESSMENT PHILOSOPHY AND POLICY

Preamble

Assessment of students in Asia-Pacific International University degree programs shall be in accordance with the following institutional student assessment policy.

A Rationale for Student Assessment

Assessment of student work through grading of assignments or providing of term tests or examinations has the following objectives:

1. To provide learning experiences in which students may develop and demonstrate a range of intellectual abilities.
2. To permit lecturers and tutors to measure the achievements of students against both institutional objectives and standards current in comparable affiliated international institutions abroad and in the higher education community of Thailand. Assessment is thus an important factor in quality assurance.
3. To provide a means of monitoring students' progress and to diagnose specific strengths and weaknesses in student learning so that teachers and students may work together to remediate difficulties and maximise student achievement.
4. To provide a variety of formative and summative assessment tasks which rec-

ognise individual differences between students and address a range of skills and abilities.

5. To assist in the process of designing curriculum and in choice of presentation methods.
6. To indicate to lecturers areas where modifications in their teaching may be desirable in order to facilitate improved student learning.

The assessment process should be characterised by:

- ◆ Content Validity: Does the assessment measure what it claims to measure? Does it reflect the teaching process? Is it representative of the content as taught?
- ◆ Predictive Validity: Does the assessment predict success in desired outcomes, for example, effectiveness in ministry, accounting, nursing, teaching?
- ◆ Suitability: Is the assessment process suitable to the discipline?
- ◆ Reliability: Is there consistency in the evaluation?

B General Criteria of Assessment

The assessment process will endeavour to provide indicators of:

- ◆ The student's mastery of a corpus of knowledge and/or skills.

- ◆ The student's understanding of key interpretive issues.
 - ◆ The student's ability to deduce, analyse, synthesise and evaluate.
 - ◆ The student's capacity for sound scholarship in the selection, use and documentation of sources.
 - ◆ The student's ability to apply theories and methodological content of the discipline.
 - ◆ The student's capacity for independent thought.
 - ◆ The student's capacity to argue and communicate coherently and persuasively either symbolically or in oral and written form.
- ◆ Extended essays, research assignments, reading reports.
 - ◆ Independent research projects, field work performance.
 - ◆ Class presentations, oral assessments, open-book assessments.
 - ◆ Portfolios of work, artefact collections, works of art.
 - ◆ Process diaries, work books, project work, laboratory reports.
 - ◆ Clinical skill assessments .

C Modes of Assessment

Students may be assessed on the basis of either coursework or course examinations or as is likely in most instances by a combination of both. All written and oral assessment in the international programs of study will use English medium. All semester work will be returned for review by students after assessment. Final Examination scripts will not be returned to the student. They will be retained by the institution for a period of at least twenty-four months after the student graduates.

Specific modes of assessment may for example include the following:

- ◆ Written final examinations including essays, short answer & multiple choice items.
- ◆ Practical Laboratory Examinations.
- ◆ Short answer/Multiple Choice item tests.

The modes will be appropriate to both the level of difficulty and to the specific objectives of each subject and will reflect the expectation of increasing levels of achievement and sophistication as a student progresses. For example, assessment of 200-level subjects will rely less on multiple choice or short answer type questions than 100-level subjects might, while 300-level subjects and above will primarily utilise extended response questions that assess a student's ability to analyse, synthesise, evaluate, demonstrate problem solving abilities and develop an argument, communicating clearly and persuasively in the English language.

Evaluation should seek to be as objective as possible although it is recognised that in some disciplines non-objective factors are important. Lecturers through their assessment criteria will not assign marks for such intangible matters as, 'attitude' or 'spirit'. Normally, marks assigned for 'general participation' in a course should not exceed 10%.

D Patterns of Assessment

At the beginning of each academic semester, academic departments in committee or where appropriate, course teaching teams, will scrutinise the type and volume of work expected in all their courses to ensure that coincidence of demands placed on students are appropriate and reasonable. In general, a workload of 3 hours per week for each credit point will be expected of students.

Each department will submit a summary of each course's workload for review by the Academic Board. Within departments an effort will be made to avoid unmanageable peaks of assessment for likely course combinations in student programs to facilitate the objective of reflective and contemplative learning.¹ The pattern of assessment will be structured so as to accommodate the diagnostic purpose of assessment.

Each course description will indicate the percentage each assignment or assessment measure contributes towards the final grade given for that course. The total number of assessable assignments including a final examination will generally not exceed four for a 3 or 4 credit point course. Where an assessable assignment or module constitutes an essential component of the course that must be passed satisfactorily, the course outline must clearly state the minimum percentage that constitutes a satisfactory pass in each of the essential components. Teachers of courses which normally include a sequence of assessable practical classes should regard that sequence as one assignment. The assessments schedule will be clearly stated to the students at the beginning of each semester in the course descriptions or course handouts in order to encourage students to make efficient use of their time. The total length of all written assignments set in

courses of 3 credit points (apart from the end of term examination) will not exceed the following limits:

first year courses - 2,500 words
second year courses- 3,000 words
third year courses and above - 3,500 words

Courses in which the nature of the learning requires assessment to be entirely or mainly by course-work or workshop assignments, shall follow criteria established within each relevant department and approved by the Academic Board.

Appropriate equivalent criteria approved by the Department and the Academic Board shall be established in those disciplines in which assessments are substantially in a non-written form.

To ensure equivalence of demand, assessments for courses carrying other than 3 credit points will be on a pro-rata basis.

In those courses where short periodic tests are appropriate there should be no more than four during the semester. They should not normally be scheduled during the last two weeks of classes.² The deadline for submission of essay and research assignments is eight calendar days prior to the end of classes. Exemptions from this requirement for any course must be specifically approved by the Head of Department each semester.

E Grading

A letter grade will be assigned to a student on completion of a course. It represents an assessment of the student's achievement and is calculated on the bases of semester work and course examinations. The following range of grades will be utilised for all courses in the International program:

Grade	GPA	Minimum	Maximum	Range
A	4.00	90	100	11
A-	3.67	85	89	5
B+	3.33	80	84	5
B	3.00	75	79	5
B-	2.67	70	74	5
C+	2.33	65	69	5
C	2.00	60	64	5
C-	1.67	55	59	5
D	1.00	50	54	5
F	0.00	0	49	49

A failing grade may be awarded in a course when percentages above 50 are achieved but where minimum requirements in essential components have not been met. Such minimum requirements should be made clear in course descriptions.

A 'C'-grade will be the passing grade necessary for major, minor and cognate courses,

Other completion codes:

S	=	Satisfactory
U	=	Unsatisfactory
AU	=	Audited
IC	=	Incomplete
W	=	Withdrew without penalty
DE	=	Deferred
NC	=	No Credit
NR	=	No Report

F Internal Quality Assurance Processes

Setting and Marking of Examinations and Assignments

- ◆ Lecturers shall ensure that final examination papers are reviewed by a teaching colleague prior to their being submitted to the Faculty Examination Board for review and approval. This "cross-setting" and approval procedure has the objective of ensuring clarity in the instructions

and in the questions, appropriateness of language, balance of requirements, and appropriate allocation of weighting to questions as well as eliminating typing and grammatical errors. The process also provides feedback to the lecturer regarding question types, coverage of syllabus and level of difficulty.

- ◆ Lecturers will exchange examination scripts or course work with a teaching colleague for "cross-marking" where examination scripts or work provided by students is clearly marginal and the student is at risk of failure. "Cross-marking" of examinations where the results obtained are border-line marginal helps to reduce the margin of error in marking, ensures that the student is treated fairly and protects the examiner. "Cross-marking" may be done by requesting a teaching colleague to assess a clean or unmarked copy of the examination paper or assignment or if appropriate by consulting with a teaching colleague concerning the overall marks awarded a student for a semester.
- ◆ Student contribution to quality assurance procedures is through the systematic use of the Student Evaluation of Learning and Teaching survey instrument (SELT) which is used in a minimum of two courses per teacher per semester. One course for evaluation shall be nominated by the Chair of Department each semester, the other by the Lecturer. The selection of courses shall be planned on a systematic schedule so that each course is evaluated at least every three years. All classes taught for the first time by a teacher shall also be surveyed.

- ◆ Student contribution to quality assurance procedures is also facilitated by student membership of the Academic Board. One student representing the Student Association is nominated to the Committee each year.

G Board of Examiners

One month before the conclusion of each semester all members of the faculty who teach in a particular program or major shall meet as a Board of Examiners to review and approve the examination papers. At the conclusion of each Semester, all members of each academic department shall again meet as the 'Board of Examiners' for the purpose of reviewing the distribution of grades, moderating borderline results and determining that all results are according to approved course requirements and regulations. All assessments will be reviewed to ensure that they are fair, uniform and of an acceptable standard for the award. Detailed minutes shall be kept of each meeting in the format required by the Ministry of University Affairs.

The Board of Examiners will include all internal members and an examiner member to the department who shall be nominated by the Department and agreed by the Academic Board. The external member shall serve for a period of three years. An external advisor to the committee shall also be appointed from an institution other than Asia-Pacific International University.

H External Moderation

External course moderators currently teaching in another institution of higher education either in Thailand or overseas, shall be appointed for each discipline area within

the programs of study. Course moderators will be chosen for their competence in each of the examinable areas of the curriculum and shall serve for the period of the accreditation of the award.

External course moderators are an integral part of the quality control process.

Their role is to ascertain that students receive fair evaluation and to assist in ensuring that rigorous academic standards are maintained for the degrees awarded. In each course they will review a representative sample of examination scripts and assignments in the light of the course descriptions and the examination paper.

In particular, the external moderators will address the following concerns:

- ◆ Establishing that the content of the course description has been taught at the appropriate level for the particular course.
- ◆ Establishing that the objectives set out in the course description have been met.
- ◆ Establishing that the materials (examination scripts/assignments/assessable work submitted) have been fairly and consistently assessed as measured against standards current in comparable institutions in the International Higher Education community.

Deans of Faculties shall plan for a regular schedule of course moderation so that each course offered by the department is externally moderated at least once in every two or three years

Course Moderators will submit a written report to the External Advisory Committee on the standard of assessed work and the grading of the examinations. They will also ad-

vise the Vice President for Academic Administration and the Dean of Faculty as requested on matters concerning the course of study and conduct of examinations.

I External Advisory Committees

An external advisory committee shall be established for each degree program which shall provide wider advice to the Faculty and the University on directions and emphases in curricula and course development. External advisory committees are comprised of no less than 9 persons including five academic specialists in the particular discipline area from other universities or Universities, as well as practising professionals, professional society representatives or employer representatives who have a degree or who may be alumni of the institution. The membership of the committee shall be appointed by the Vice-President for Academic Administration following advice from the Chair of the Department and the Dean of the Faculty.

The external advisory committee shall meet at least once each year and consider an agenda comprised of the following items:

- ◆ Reports on developments in the profession or in the discipline that may need to be reflected in the curriculum.
- ◆ Reports on the employment or post-graduate study destinations of graduates.
- ◆ A progress report on the conduct of the degree program during the previous year, review enrolment patterns, grading patterns and staffing changes.
- ◆ Reports from external moderators on the courses listed for external moderation during that year.
- ◆ Proposed changes in the curriculum and/or new developments in the program of studies.
- ◆ Changes in Government regulations that may impact on the delivery of the course.

(Endnotes)

¹ The format to be adopted in such reports could be presented as follows:

Course	Classes and Assignments	Words or Equivalent	Semester Value	Expected Input (hours)	Cumulative Input
GE341	Lectures			26	26
	Practicals		10	9	35
	Essay	2,000	20	20	55
	Field	1,000	20	30	85
	Exam	3 Hrs	50	35	120
	Total		100		120

² Exceptions might be subjects in language, mathematics or computing for example.

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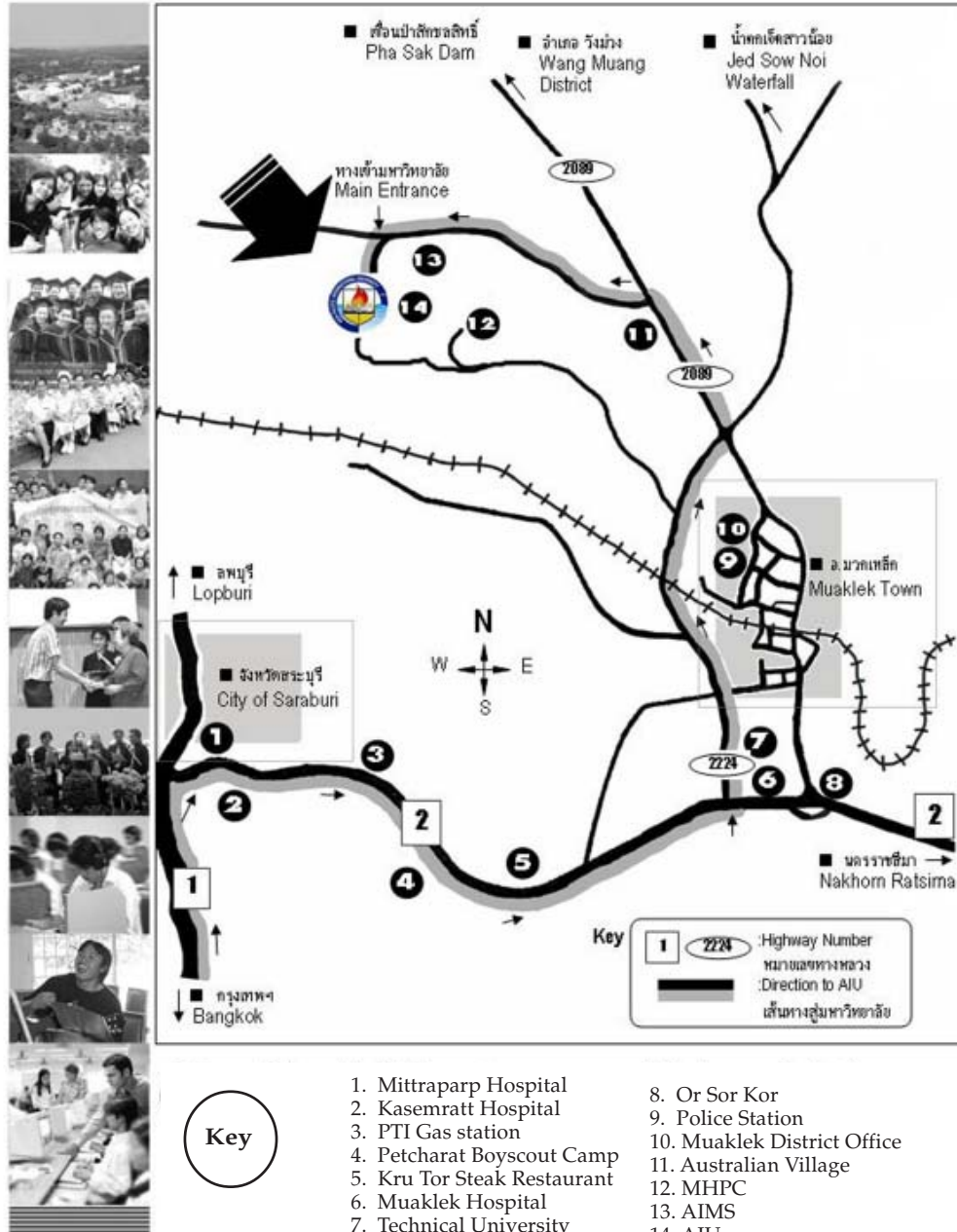
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Map to Asia-Pacific International University

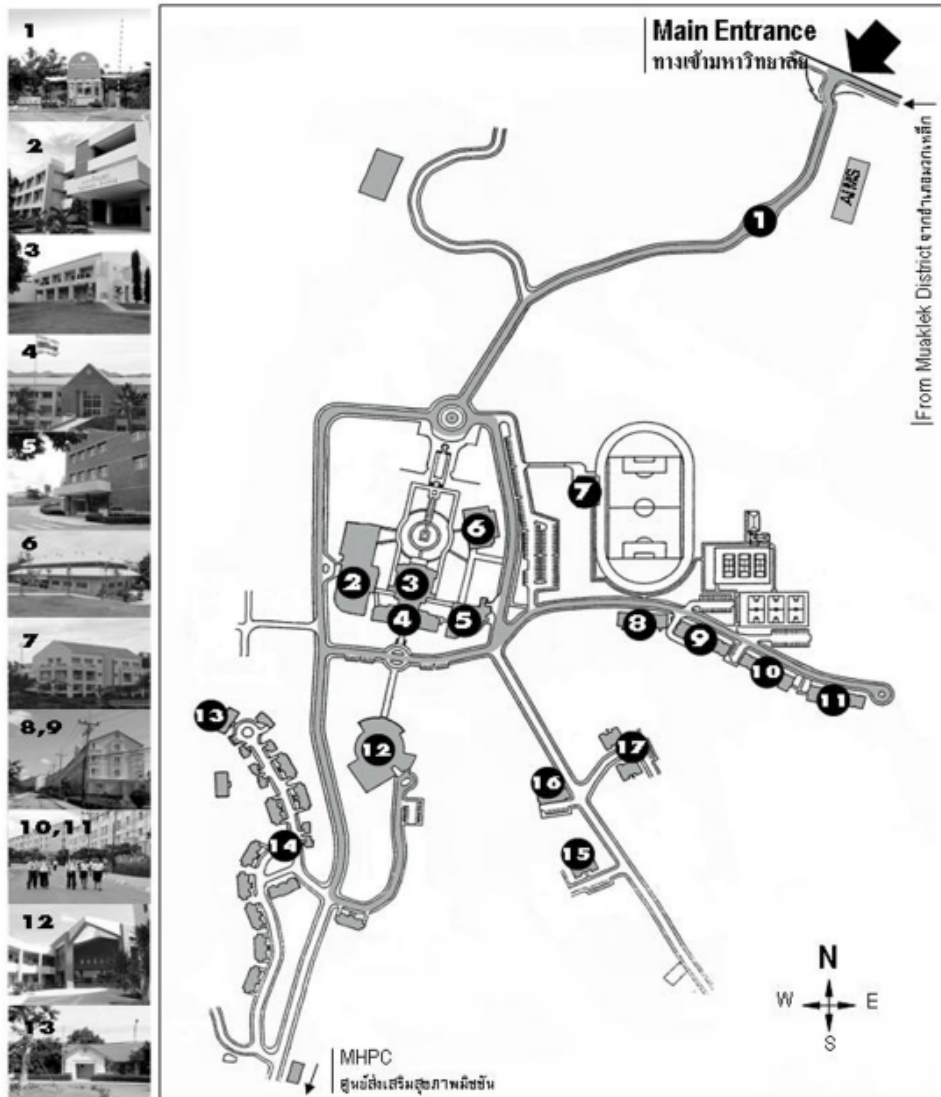
เส้นทางสู่มหาวิทยาลัยนานาชาติเอเชีย-แปซิฟิก





แผนที่ภายในมหาวิทยาลัยนานาชาติเอเชีย-แปซิฟิก

CAMPUS MAP



Key

- | | |
|-----------------------------|-------------------------------|
| 1. Guard House | 8-9. Women's Residence |
| 2. IT Building (Library) | 10-11. Men's Residence |
| 3. Kitti Tasanee Auditorium | 12. Church |
| 4. Administration Building | 13. Guest Rooms |
| 5. Science Building | 14. Faculty's Residence |
| 6. Cafeteria | 15-16. Staff Residence |
| 7. Student Center | 17. Married Student Residence |