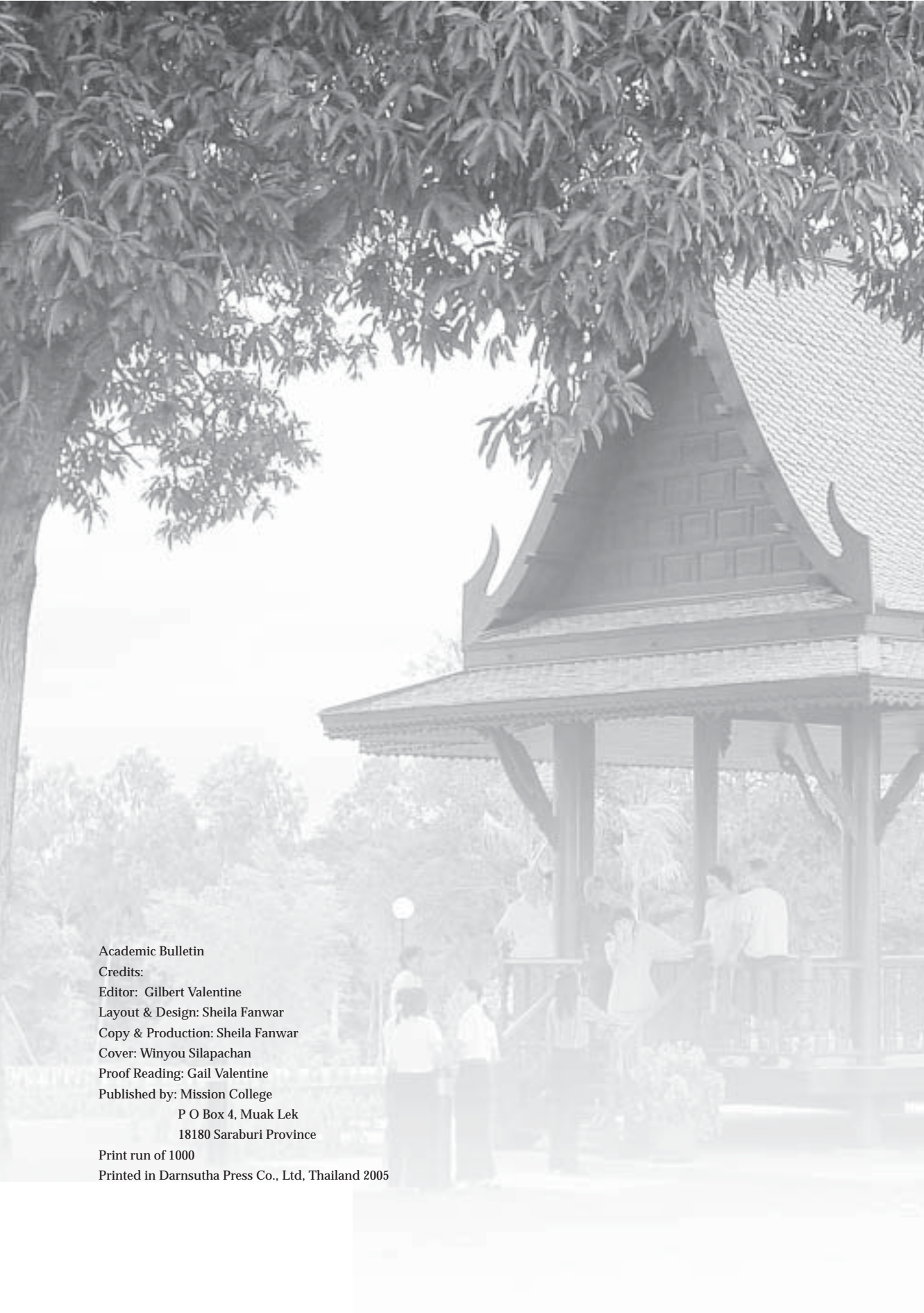


# MISSION COLLEGE



Academic Bulletin  
2005 — 2007



Academic Bulletin

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# Academic Calendar 2005–2006

## SEMESTER I August to December 2005

First Semester	Time	Day	Date
Entrance Examinations (Thai Programs)	8:00 am - 12:30 noon	Monday	August 22
English Proficiency Examination (EPE) (International)	8:00 am - 12:00 noon	Monday	August 22
English Placement Test (EPT) – ESL Students Only	2:00 pm - 4:00 pm	Monday	August 22
Placement Examinations (PE) (International Program)	2:00 pm - 4:00 pm	Monday	August 22
Admission List Posted	5:00 pm	Tuesday	August 23
Orientation – (New International Students)	8:00 am - 5:00 pm	Wednesday	August 24
Registration – (New Students)	8:00 am – 5:00 pm	Thursday	August 25
Registration – (Returning Students only)	8:00 am – 3:00 pm	Friday	August 26
Orientation Activities	8:00 am - 12 noon		
Late Registration (Late Fee Applies)	8:00 am – 3:00 pm	Sunday	August 28
Classes Begin	8:00 am	Monday	August 29
Last day to add or change a class (Au-Cr)	8:00 - 3:00 pm	Friday	September 9
Last day to enter a class (by petition)	5:00 pm	Monday	September 12
Wai Kru Day		Thursday	September 29
Festival of Life I		Mon - Sab	October 3-8
Mid-Semester Test Week (In class)	8:00 am – 5:00 pm	Mon - Fri	October 10 - 14
Mid-Semester Break Begins		Thursday	October 20
Mid-Semester Break Ends (Chulalongkorn Day 23 <sup>rd</sup> – Mon In lieu)	7:00 pm	Monday	October 24
Classes Recommence	8:00 am	Tuesday	October 25
Pre-registration	8:00 am – 5:00 pm	Mon - Th	November 14-18
Internal Exam Board Meetings (Papers)		Mon - Fri	November 14-18
Last Day to withdraw from class with "W"	4:00 pm	Friday	November 18
Sports Day		Sunday	November 20
Holiday (H M King's Birthday Dec 5—Study Day) No Classes		Monday	December 5
Public Holiday (Constitution Day)		Sabbath	December 10
Classes End – Degree Programs	5:00 pm	Wednesday	December 14
Final Examinations Begin		Thursday	December 15
Final Examinations End	4:00 pm	Wednesday	December 21
Classes End – ESL Program	4:00 pm	Wednesday	December 21
Semester Break Begins	8:00 am	Thursday	December 22
Internal Examination Board Meetings (Grades)		Thurs-Fri	Dec 22-23
Submission of grades to Registrar's Office	8:00 - 5:00 pm	Tu - Th	December 27-29

*Note: Final examinations commence on Thursday, December 15 and include Sunday, December 18. Weekend leave for December 17 and 18 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-*

**SEMESTER II January - May 2006**

Second Semester	Time	Day	Date
Entrance Examination—Second Semester	8:00 am – 12:30 noon	Tuesday	January 3
Admission List Posted	5:00 pm	Wednesday	January 4
Orientation—New Students	9:00 am - 12 noon	Thursday	January 5
Registration –New Students	1:00 pm - 5:00 pm	<b>Thursday</b>	<b>January 5</b>
Registration (Returning Students)	8:00 am – 3:00 pm	Friday	January 6
<b>Classes Begin</b>	<b>8:00 am</b>	<b>Monday</b>	<b>January 9</b>
Last day to add or change a class (Au-Cr)	4:00 pm	Friday	January 20
Last day to enter a class (by petition)	4:00 pm	Friday	January 20
Festival of Life II		Mon-Sab	Jan 30- Feb 4
Holiday (Maka Bucha Day) –Mon in Liew– No Classes		Monday	February 13
Mid-Term Test Week Begins (in class)	8:00 am	Monday	February 27
Mid-Term Test Week Ends	5:00 pm	Friday	March 3
Internal Exam Board Meetings (Papers)		Mon – Fri	March 13 – 17
Pre-registration Week (for Inter-Semester)		Mon-Fri	Mar 27- 31
Last day to drop a class or change to Audit	3:00 pm	Friday	April 5
Last day to withdraw from class with “W”	4:00 pm	Friday	April 5
<b>Classes End</b>	<b>5:00 pm</b>	<b>Wed</b>	<b>April 5</b>
Song Kran Festival Break - No Classes		Thurs-Fri	April 6-14
<b>Classes Resume</b>	<b>8:00 am</b>	<b>Monday</b>	<b>April 17</b>
Final Examinations Begin (Seniors)			
Pre-Registration payment deadline for Inter-Semester	8:00 am	Thursday	April 27
Submission of seniors' grades	8:00 am – 5:00 pm	Mon - Wed	May 1-3
Final Examinations Begin (Freshmen/Sophomores/Juniors)	8:00 am	Wednesday	May 3
Examination Preparation - Study day (Coronation Day)		Friday	May 5
Classes End – ESL Program	5:00 pm	Wednesday	May 10
Final Examinations End	5:00 pm	Wednesday	May 10
Visakha Bucha Day		Thursday	May 11 (TBC)
Graduation Consecration Service	<b>7:00 pm</b>	<b>Friday</b>	<b>May 12</b>
<b>Baccalaureate Service</b>	10:30 am	Sabbath	May 13
<b>Graduation Ceremony</b> <b>Royal Presentation Ceremony</b>	10:00 am	Sunday	May 14
Internal Examination Board Meetings (Grades)		Mon - Fri	May 15 - 19

**INTER-SEMESTER May - July 2006**

Second Semester	Time	Day	Date
Entrance Examinations (Thai Programs)	8:00 am - 12:30	Monday	May 22
English Proficiency Examination (EPE) (International)	8:00 am - 12 noon	Monday	May 22
English Placement Test (EPT) – ESL Students Only	2:00 pm - 4:00 pm	Monday	May 22
Placement Examinations (PE) (International Program)	2:00 pm - 4:00 pm	Monday	May 22
Admissions List Posted	5:00 pm	Tuesday	May 23
Orientation Day	8:00 am - 5:00 pm	Wednesday	May 24
Registration Day - New Students	8:00 am - 5:00 pm	Thursday	May 25
Registration – Returning Students	8:00 am – 3:00 pm	Friday	May 26
Classes Begin	8:00 am	Monday	May 29
Classes End	5:00 pm	Wednesday	July 19
Examinations Begin	8:00 am	Thursday	July 20
Examinations End	4:00 pm	Friday	July 21

*\*Classes offered during Inter-Semester may be scheduled in two sessions as necessary.*

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## *A Message from the President*

*I believe that education must impart more than knowledge and the skills that lead to personal advancement and individual advantage. It must emphasise wisdom as well; it should focus on lasting values; and it needs to encourage service to others. Such an education has an important place in Asia as it moves into the twenty-first century.*



*Mission College seeks to provide that type of education. In pursuit of this ideal the College has several advantages: a relatively small enrolment which facilitates value exploration with the faculty, residential accommodation which encourages a sense of community and the development of shared goals, a committed faculty and staff who demonstrate Christian values, and a delightful natural environment in a resort area which encourages reflection and minimises distractions.*

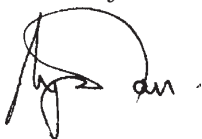
*Mission College is committed to quality in the degrees it offers and in the international teaching faculty it employs. Its degree programs are approved and accredited both with the Government of Thailand and the Thailand Civil Service Commission under the Private Higher Education Act (1999) and, where necessary, with the appropriate professional bodies. As a result, Mission College's qualifications are recognised both nationally and internationally – throughout Asia and beyond.*

*Mission College aims to prepare young people for life and for service. Our success in this area is measured by the fact that our graduates are widely sought after in general employment. Mission College is a name employers respect.*

*Our campus is a friendly place. One can sense this on arrival and the feeling grows with time. The reason is to be found in the sound Christian ethic of care that underscores the campus lifestyle. There's a global "feel" about Mission College – an Environment of Friendship that extends beyond national boundaries. You will enjoy it here.*

*Thank you for your interest in Mission College. Please don't hesitate to contact any of our staff for assistance in completing your application form.*

*Sincerely*

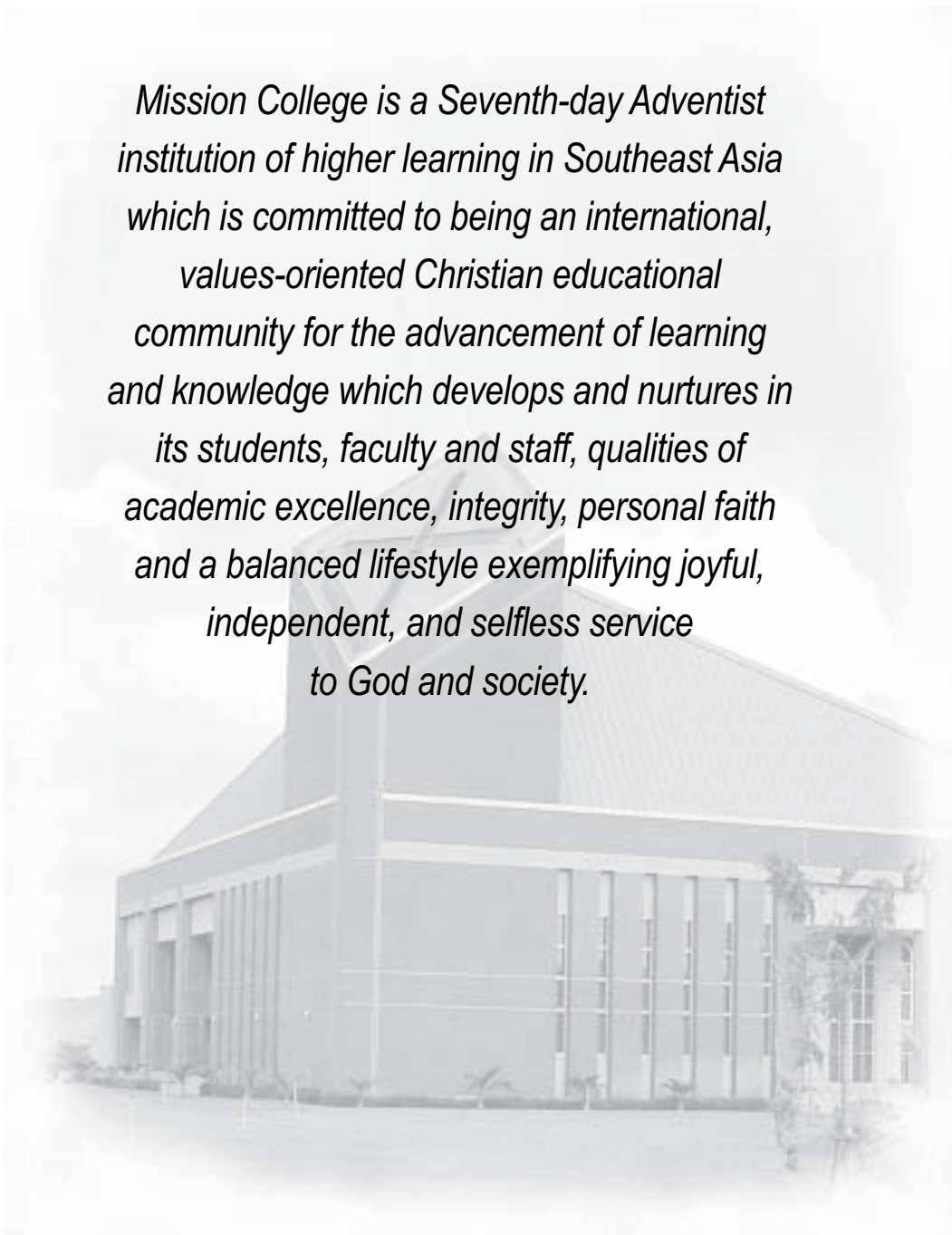


*Dr Siriporn Tantipoonwinai*



## ***Mission Statement***

*Mission College 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.*





# Mission

## MISSION STATEMENT

Mission College 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

Mission College intends to be a world-class, multi-campus, medium-sized international Adventist university recognised for its superlative 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 prestigious colleges and universities in Asia, the USA, Europe and Australia.



## *Governance*

Mission College 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 College 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 College. 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 College's mission and objectives.



# *Institutional History*

Mission College, as it is today, represents a union of three proud Adventist institutions: Southeast Asia Union College, Singapore (est 1906), Bangkok Adventist Hospital School of Nursing (est 1947) and Mission College, Muak Lek Campus (est 1988).

## **Southeast Asia Union College (SAUC)**

The oldest of the three institutions was first established as a small secondary school by G F Jones who served as the Adventist Church's first missionary in Southeast Asia. The school adopted the name Singapore Training School and by 1919 had expanded to include departments in three languages: English, Chinese, and Malay.

In the early 1920s, under the leadership of V E Hendershot, the school moved to a larger site on Upper Serangoon Road where it continued to operate until the late 1990s. The distinctive architecture of the new facilities constructed at this time became a distinguishing feature of the College still remembered by its alumni.

During the 1950s with Elwood Sherrand as Principal, the school introduced tertiary-level studies and gained Junior College status in 1956. A two-year program was offered in Ministerial Training followed soon thereafter by similar programs in Education and Business.

Under the visionary leadership of Daniel Tan in the late 1960s the institution broadened into a small liberal arts college and offered its first Bachelor degree programs in

Education and Theology. The development led to a significant rise in enrolment although the College still lacked local accreditation because of restrictive government regulations. SAUC therefore embarked on a program of development of teaching faculty and resources and began to explore the development of strategic partnerships with other Adventist institutions overseas. 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 College was suspended when the Singapore Government announced its intention to expropriate the College property for a major urban transport development project. Church leaders were obliged to look into relocating its center of higher education in Southeast Asia. By July 1998 remaining students had been transferred to other institutions and the College activities were terminated in Singapore. Moveable assets were 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 Adventist Medical 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.

The cessation of hostilities in 1945 enabled the re-establishment of medical work. Bangkok Adventist Hospital relocated to a new site in central Bangkok on Pitsanulok Road, purchased in 1946. A year later a School of Nursing was opened on the hospital compound under the leadership of Mrs Ellen Waddell as Chief Nurse at the new hospital and Ruth Monroe as Director of the School of Nursing. Their mission, "To train competent, caring nurses, and to teach young people about God's love." Dr & Mrs Waddell personally interviewed and chose the first 33 students for the program. Three years later in 1950 the School celebrated its first graduation awarding diplomas to 25 nurses.

During its first stage of development in the 1950s the School experienced rapid growth and the construction of additional facilities became necessary. The Hospital, School and its graduates became widely respected for their competence and care and the quality of their training.

Study programs were expanded in 1955 with the addition of a course in Midwifery followed later by programs in Medical Technology, X-ray Technology and Anesthesia. These were later discontinued due to changes in medical practice and curriculum requirements. In 1969 a separate midwifery clinic with dormitories and facilities for graduate nurses was opened in Chiangkhong, Bangkok. Further curriculum revisions and the expansion of the program enabled Midwifery instruction to be incorporated into the School's basic nursing curriculum.

In 1958 a new three-storey residence and classroom building was officially opened by her Royal Highness, Queen Sirikit of Thailand. Throughout ensuing years the College continued to receive the patronage of the Royal Family.

Under the guidance of Mrs Salinee Navaratana (nee Svetalekha) during the 1980s and in response to government initiatives and developments in the nursing profession the School restructured its pre-service nursing program and in 1986 introduced a four-year university level baccalaureate degree in Nursing Science. At the same time in connection with these developments a new classroom building was opened in (1988) and the name of the institution was changed to Mission College. Mrs Salinee served the institution for 23 years first as Director and then as President for a further 11 years. During her administration government accreditation was secured both for the nursing program and for new liberal arts programs introduced at a new branch campus at Muak Lek. By 2000, the School had graduated over 1,000 nurses.

### **Mission College: Muak Lek Campus**

The idea of developing a college campus at Muak Lek was developed by Church workers in consultation with the Thailand Adventist Mission to meet the needs of higher education among Thai Adventist youth. A rural setting was chosen because it was considered more conducive to study than a location in the city. Opened in 1988 as a branch campus of Mission College in Bangkok, the institution also incorporated the Thailand Adventist Seminary, which for some years had been providing a non-accredited ministerial training program.



The early development of the new campus with limited financial resources was a venture of faith. Faculty and students worked together in building and developing facilities as their primary extracurricular activity. Development of the new campus was carried out largely by Mr Wayne Hamra with the support of Dr Helen Sprengel. Dr Siroj

Sorajjikool and Dr Jon Dybahl established an academically sound four-year degree curriculum in Accounting, Management and English language which were approved by the Ministry of University Affairs in 1993. The campus celebrated its first graduation in 1994.



### **The New Mission College: A Union Of Three Institutions**

In 1996 with Southeast Asia Union College in Singapore facing closure, Church leaders undertook a nine-month intensive study on possible relocation options which concluded with a decision to create a new international institution based at Muak Lek. The new College would combine the quality international programs of Southeast Asia Union College and retain and develop the Thai programs operated by Mission College.

The restructured Mission College at Muak Lek would be responsible for continuing the nursing program in Bangkok and Thai programs as required. The campus would be developed into an international standard educational center offering both undergraduate and graduate international programs. The ambitious plan envisaged the institution quickly maturing to university status and generating satellite campuses in various Southeast Asian countries.

In January 1997 the development of the new facilities and academic programs commenced with much urgency. The first new degree following an international type curriculum received government approval in early 1999 and by early 2001 the College was able to offer a further eight international majors offi-

cially approved by the Ministry of University Affairs.

A dramatic change in the physical outlook of the campus took place with a complete redesign of the campus and the erection of state-of-the-art facilities to accommodate and educate up to 1500 students.

The academic and physical re-development of Mission College Muak Lek campus between 1997 and 2001 has been the largest one-time development program for an Adventist institution in the entire 150-year history of Seventh-day Adventist education. The development involved the investment of over 20 million US dollars.

Pastor Robin Riches as the President of the Church's Southeast Asia Union Mission encouraged the vision for quality education for Southeast Asia and made possible the financial commitment the new institution needed. Dr Siriporn Tantipoonwinai served as President of the institution during its metamorphosis and Dr Wong Yew-Chong as Academic Vice-President oversaw the creation of the new institution's academic programs while Union Treasurer, Tom Massengill directed the building program. By July 2002 the last of the building developments and the extensive campus landscaping work had been completed.

# *Philosophy and Objectives*

## **Philosophy Statement**

The educational philosophy of Mission College 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 world-view, 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. Mission College 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 Mission College 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.





*A Place to reflect*

5. To facilitate in students the mastery of cognitive skills of critical reasoning, independent thinking, reflective judgement, 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 labour 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 South-east Asia by training people for service in such areas as business leadership and administration, teaching, health care, pastoral ministry, counseling and welfare support.

# Accreditation

All programs of study offered at Mission College 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 recognised by the Civil Service Commission of the Government of Thailand. This means that graduates are approved for employment by the Thai Government.

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

Professional recognition is granted by the the Thailand Nursing Council for the Bachelor of Nursing Science program and by the Society 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 Mission College and American universities and colleges have been signed covering the areas of professor exchange and joint research programs, curriculum and course development, transfer credit arrangements and the benchmarking of academic standards.



These agreements involve the following institutions:

- ◆ La Sierra University, Riverside, San Bernadino, California, USA
- ◆ Loma Linda University, Loma Linda, San Bernadino, California, USA

A formal Academic Agreement has also been negotiated for the transfer of academic credit joint offering of degrees and/or articulation into graduate study programs at:

- ◆ Avondale College, Cooranbong, New South Wales, Australia

Other institutions with which Mission College has Academic Cooperation Agreements are:

- ◆ Sahm Yook University, Seoul, Korea
- ◆ Sahm Yook Junior College, Seoul, Korea
- ◆ San Gaguin Junior College, Tokyo, Japan

## Quality Assurance



Programs of study at Mission College are regularly reviewed and subjected to rigorous quality assurance controls.

The quality assurance program at the College 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 College's voluntary participation with other Adventist institutions and governing bodies in a recognition process that involves periodic inspections and site visits. 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 constituencies international that Mission College meets internationally established standards and criteria for academic excellence.

The College 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
- ◆ external moderation of examinations and assessments by External Examining Boards comprised of academics from other universities
- ◆ student feedback surveys on the enrolment and orientation processes at the College
- ◆ student feedback surveys of the teaching and learning experience at Mission College
- ◆ administration of an annual College Experience Questionnaire completed by the recent graduates following graduation
- ◆ administration of an annual survey of graduate destinations following students' graduation from the College.

# *Study Programs Offered*

## **Masters Degree Programs**

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

## **Four Year Bachelor Degree International Programs (English Language Medium)**

- ◆ Bachelor of Arts in English Language
- ◆ Bachelor of Arts in Psychology and Education
- ◆ Bachelor of Arts in Christian Studies (Applied Theology)
- ◆ Bachelor of Arts in Christian Studies (Religious Education)
- ◆ Bachelor of Business Administration in Accounting
- ◆ Bachelor of Business Administration in Entrepreneurship
- ◆ Bachelor of Business Administration in Computer Information Systems
- ◆ Bachelor of Science in Biology

## **Pre-Admission English Program**

A specialised 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 College English Proficiency Examination or for the equivalent International Examination for English Language Testing System (IELTS) or for the Test of English as a Foreign Language (TOEFL).



Mission College 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 College 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**

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

The College 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 College. 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**

Mission College is committed to scholarship and sound learning. It follows a program of continual academic assessment designed to develop accountability in its students. Students are expected to maintain regular attendance and active participation in all academic appointments.

Academic programs usually contain one course per semester or per year which specifically addresses the religious, ethical, and social justice values for which Mission College stands. These courses are integral to the Mission College 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 College 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 College 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 College community. A chapel service is held at 11.00 am each Tuesday and an Assembly is convened at 11.00 am each Thursday 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 College 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, College 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 bands (small groups) are sometimes arranged spontaneously by motivated 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 College provides opportunities for students to develop leadership skills through active involvement in student and College organizations such as the Student Association, 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 College is responsible for maintaining a peaceful, orderly and reflective learning environment. When an individual student acts contrary to the agreed Code of Conduct the College may find it necessary to take disciplinary action through its established procedures.

### **Student Employment**

Mission College values the contribution that students make to the overall operation of the College 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, possibly 25-50% 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 College and its facilities, the faculty and staff, the College'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 College 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 behavior 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 College community life.

Students are expected to demonstrate justice, fairness, and equality to all. Campus community life is characterised 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 College activity. Students new to Mission College 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, Mission College operates as a residential college. Thus Mission College 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.) 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.

### 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 one or two 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 College. 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

Mission College permits students to operate vehicles or motorcycles on the College 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 structure 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 College.
4. Owners of vehicles must possess a current drivers 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 College lawns.
7. The College 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.

achieve this the College 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 College's behalf that students will not use these substances while off campus. Students are asked to remember that their actions while students of Mission College reflect on the reputation of the College wherever they are; therefore it does become the College's concern if it becomes clear that students are choosing not to uphold these standards.

Mission College 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 College. 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 College. Further, violation of any laws regarding controlled substances will be reported by the College to the proper authorities.

## Drug-Free Environment

Mission College seeks to provide a campus environment that is conducive to the development of our full human potential. To

# *Physical Plant and Facilities*

## **Central Campus – Muak Lek**

The Central Muak Lek campus of Mission College comprises 387 Rais (155 acres) and was first developed in the early 1990s. Beginning in the late 1990s many additional buildings were constructed and the College 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, Mission College 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 refurbished. All academic buildings and auditoriums are fully air-conditioned.

The central Library contains nearly 50,000 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.

Four modern and graciously appointed student residences provide a comfortable home for over 800 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 and is available for students throughout the day.

The international-standard Thomas Mas-sengill 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 College chapel, incorporating many ancillary facilities, including prayer room, the Robin Riches fellowship hall, and offices and classrooms for the Faculty of Religious Studies.

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 student residence accommodating over 270; an ancillary class-

room building and staff quarters. The Bangkok campus offers registered nursing training in Thai medium.



*The Campus Church*

# Campus Services

## Computing Services

On the central campus the College'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 four large laboratories each networked with Celeron 600 MHz computers. Dial-up access is available in the student residences. The Bangkok campus provides a computer laboratory and IT access in the library. In aggregate, Mission College students enjoy a terminal/computer per student ratio of 1 to 5.

## Medical Services

The College operates a small health clinic in the Thomas Massengill 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. Mission College collects a medical fee each semester and provides a limited medical insurance policy to help cover student medical expenses 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. Optical and dental expenses are excluded.
4. When a student requires hospitalization the College will inform the parents, asking them to accept responsibility for the student until he/she is able to study again.
5. The College provides medical transportation only within the Muak Lek district. Transportation beyond that is the responsibility of the student.
6. Expenses of less than 1,000 Baht may be approved by either the Vice President for Student Administration or Finance. Expenses in excess of that figure are subject to the consideration of the Administrative Committee.

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 Center 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. The Chair of the Department of Psychology and Education provides services as counseling consultant to the Student Development Center.

# Financial Information

Mission College 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 College to keep tuition and residence fees at moderate levels and yet still maintain excellence in facilities, in scholarship and teaching. Fees are approved annually by the College Board. In planning to attend Mission College, 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.

## Planning in Advance

Students, parents, and guardians are encouraged to carefully plan their financial resources in advance to cover the cost of programs of study undertaken at Mission College. The College 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. All prices are listed in Thai Baht.

1. Tuition (per credit hour) Regional Bursary Rate	1,600
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)	
4,000	
5. Room/Accommodation (per semester)	
• Dorm - Triple Occupancy	4,000
• Dorm - Double Occupancy	6,000
• Dorm - Single Occupancy	12,000
• Married Student Housing	12,000
6. Food/Cafeteria (minimum per semester)	
• Men	9,000
• Ladies	8,000

## 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	50
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)	50
Special Examination (per examination)	500

## 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:

- ◆ Air-conditioners for student residence rooms may be requested at a charge of 5,000 Baht per semester.
- ◆ Electricity charges are metered on an individual student room basis. Usage exceeding 100 Baht per month is charged to the rooms' occupants.
- ◆ 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 30

days after the time a student withdraws from the College 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	,000
Foreign Student (but within SAUM)	10,000
Telephone Account Code (if requested)	1,000
Foreign Student (from outside SAUM territory)	20,000 - 30,000

## Financial Arrangements and Terms of Payment

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



Payments can be made by way of drafts, checks, money orders and cash denominated either in Thai Baht or US Dollars. It is advisable that cash payments be made only locally at the Student Finance Officer.

### Financial Guarantee (Clearance)

Applicants and their parents or guardians as well as the College need to carefully plan financial resources in advance to cover the cost of study undertaken at Mission College.

An offer of admission to Mission College and the issuing of a letter of acceptance can only be made after the College 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.

In addition to the requirement that a certain amount of fees be paid in advance (up to a full year or more) other evidence may require 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 (US\$ currency or an equivalent amount) held in the name of the applicant or the applicant's parent or sponsor.

- ◆ Evidence that bank deposits in the parent or guarantors name have been held in the Bank for a period of more than 6 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 College.
3. Before a degree, diploma, or transcript is issued.

Student accounts that have been outstanding for more than thirty (30) days may be assessed a monthly service charge (not to exceed 1% of the outstanding balance) unless prior arrangements have been made with the Student Finance Officer.

Before a student leaves Mission College, 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 college 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 VPFA and settle all outstanding debts with the college. When satisfactory arrangements have been made, these students will be issued with a financial clearance pass allowing them to take their exams.
3. Mission College will withhold all transcripts, diplomas, test scores, letters of completion, status letters and other official records until the student's financial obligations to the College have been met.
4. Graduating students must clear their accounts by the Thursday preceding the final examination week in order to be eligible to take part in graduation ceremonies.

### 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. Special conditions apply to maintain the scholarship. Details and application forms are available from the Student Finance Office.
2. Thailand Government Educational Assistance Loans may be available for Thai na-

tionals who meet the specified criteria. Details and application forms are available from the Student Finance Office.

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

- ◆ President's Scholarship for Academic Excellence
- ◆ Enabling Scholarships for economically disadvantaged students from Asian countries other than those comprising the territory of the Southeast Asia Union Mission. (Strict eligibility criteria apply.)
- ◆ Awards for Academic Achievement

### Campus Work-Study Program

In line with the Adventist philosophy of education, Mission College 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. Students who meet eligibility and minimum hour requirements and maintain acceptable work standards may qualify for matching grants of up to 100% of the value of the amount they earn.

### Refunds

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



1. 100% of tuition and regular/laboratory fees if withdrawal is within two weeks of the commencement of the semester.
2. 50% of tuition and regular/laboratory fees if withdrawal is within four weeks of the commencement of the semester.
3. No refund of tuition or fees will be granted for withdrawals that occur more than four weeks after the commencement of a semester.
4. Unused dormitory and cafeteria fees may be refunded on a pro-rata basis; however, no partial month refunds will be granted.

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.

### **Financial Requirements for Graduation**

Graduating students should ensure that their student accounts have been settled prior to graduation. Graduation testamurs will not be issued until a student's account has been paid in full.

Transcripts of academic records will not be released until all accounts owed to the College by a student have been paid in full.

# Academic Policies

## COLLEGE BULLETIN

The Mission College Bulletin is the primary source of academic information regarding the College and its programs. It describes the academic policies of the College 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 College. It is the authoritative source of information for the planning of the student's course of study.

The academic program at Mission College 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.

Mission College reserves the right to change any of its existing policies without prior notice. Academic policies developed and announced in the course of the school 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

Mission College 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, Mission College is dependent on evidence of good character, intellectual competence, support for the philosophy and mission of the College and an expressed willingness to conform to College regulations.

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

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

The Registrar  
Mission College  
PO Box 4, Muak Lek  
Saraburi Province 18180  
Thailand

Telephone: (036) 344080, 341628;  
International: (66) (36) 344080, 341628  
Fax: (66) (036) 341629, 344080;  
International: (66) (36) 341629, 344080  
E-mail: register@missioncollege.edu;  
or info@missioncollege.edu  
Webpage: www.missioncollege.edu

## 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, MCE/SPM, GCE,—‘A’ Level, ‘O’ Level, SMA, or university entrance matriculation examination.
- ◆ Three recent passport-size photographs.
- ◆ Three personal Recommendation Forms completed by persons qualified to give information on the applicant’s academic and personal qualifications for college level study programs
- ◆ Copies of passport or citizenship documents (overseas applicants) or copies of ID document, registration of domicile and Thai citizenship documents (Thai applicants).
- ◆ A medical certificate confirming physical and mental fitness for study at university level.
- ◆ 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 400, 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.

## APPLICATION DOCUMENTS

Transcripts and other application documents become the property of the College 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 (cumulative 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 re-

quire 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 Examina-

tion covering the five areas with no score less than 45 on any section. Applicants from California with a pass in CHSPE may also be admitted to regular standing.

The submission of standardised or syndicated examination results such as GCSE or GED should be submitted along with evidence of the satisfactory completion of the normal required number of years of secondary schooling in order for the results to be considered.

### 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 College, or specialized school.

#### Mature Age

Applicants who are above 30 years of age and who may not meet the normal completion of secondary school criteria prior to the proposed entry may apply for consideration on merit. Such applicants should demonstrate a record of successful work or professional experience and obtain satisfactory results in the College Mature Age Examination or an equivalent Special Tertiary Admissions Test (STAT). Applications considered on merit require approval by the College Council.

### Bridging Studies

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



## Entrance Examinations

Applicants planning to enter the College'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 his/her secondary school studies in English medium (four years of secondary school study is expected).

Other ways of assessing the level of English proficiency to be adequate is by the use of standardised international tests OR by internal assessment through the College's own English Language Instruction program.

Students whose proficiency levels are below the required level will 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 Mission College's degree programs is as follows:

### Admission to all Four Year International Bachelor Degrees:

International English Language Testing System (IELTS):  
Minimum average of 5.0 overall.

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 test of 173).

University of Cambridge Certificate of Proficiency (CPE):  
Minimum grade of D.

University of Cambridge Certificate in Advanced English (CAE):  
Minimum grade of C.

The following guidelines are used in interpreting standardised test results and in establishing "equivalency" for the commencement of College 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 Summer Session 3 credit College 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 College and stays away for more than four semesters must reapply to regain student status.

A student who has been suspended from the College 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 Mission College from another institution of higher learning must:

1. Meet the general entrance requirements of the College and present their transcripts at the time of application.
2. Make application to the Vice President for Academic Administration at Mission College 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 Mission College 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 for 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 (e.g. 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 for free electives (3-6 credits depending on the major) and General Education courses.

General education credits should be applied for courses that have been an emphasis area in the upper secondary classes (e.g. 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 Mission College, 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 Mission College 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

or session 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 College 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/ Correspondence Courses**

Students registered at Mission College who wish to enrol simultaneously or concurrently for courses in another Institution of Higher Education in Thailand or who wish to take

courses by correspondence 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 Mission College 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 neighbouring institution.

### **Audit Registration**

Students may audit a course by permission of the Instructor and the Faculty Dean or Department Chair. 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 or the addition of selected courses to a student's program may be done up to the ninth academic day of the semester (the 5<sup>th</sup> class appointment) 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 Mission College. Students must provide the College 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 GPA.
4. A transfer student must meet Mission College's residence requirements and complete at least 36 credits at Mission College and do a minimum of 12 upper division semester credits in his/her major field of study.
5. Mission College does not accept students from other institution on academic probation or suspension.

## Credit by Professional Examinations

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

## Credit by Challenge Examination

Where students consider they may be eligible for credit in, 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 students 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 an application on the appropriate form to the Registrar's Office for permission to sit a challenge examination together with the published examination fee.
3. Approval is required from the Vice President of Academic Administration, the Dean of Faculty and the Registrar who shall be satisfied that the application is in order and that the examination is set and assessed at the same level as a final examination for a regular student in the subject. Following approval the Dean will request the appropriate lecturer or Head of Department to prepare the examination paper.

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 college 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 colleges who have met the requirements in one or more of the general studies areas at the college from which they transferred will be considered to have met the general studies requirements in that area at Mission College.

### **Correspondence Courses**

When correspondence study is required, Mission College requires it to be taken from an accredited institution.

A maximum of 24 semester hours of correspondence work may apply toward the requirements of a four year course of study.

Credit by correspondence may not apply toward requirements of a major unless approved by the Department Chair and the Academic Board. Correspondence credit may not 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. Correspondence credit is considered as lower division credit.

## POLICY ON RECOGNITION OF PRIOR LEARNING

Consistent with the recommendations of the Ministry of University Affairs 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 Mission College will:

1. Offer as much advanced standing as possible on the basis of a student's prior learning from both formal (credentialled programs) and non-formal/continuing education (non-credentialled) 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-credentialled) 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 Mission College's approved curriculums as recognised by the Ministry of University Affairs. Up to 6 units of transfer credit may be granted for free elective courses not currently offered by the College that otherwise satisfy the College'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 Mission College. Transfer credits (See p. 39).
4. Offer credit for general education studies (including religion courses) required by Mission College if the general education courses (including religion courses) have been completed at another Adventist college. 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 Mission College.

### Assessment Procedures

1. When considering requests to grant college 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 following recording system shall be used:

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

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



CT: Credits granted on the basis of study or training by an institution or organisation 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 Chair of Department 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 Mission College Student Manual on portfolio preparation.
4. The fee for evaluation of prior learning documentation shall be 33% of the applicable tuition rate for the course being sought for credit.
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 timeframe. A grade of either pass or fail 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 College 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 Mission College policy on portfolio assessment is as follows:

1. Students must have been accepted into a Mission College 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 Mission College 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 Mission College before graduation.
4. Credit through the portfolio process will be accepted only for courses that appear in the Mission College 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. (Up to 9 credits toward an associate degree.)

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.

## DEFINITIONS

### 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 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 each credit point will demand of the

average student approximately three hours of academic work per week, including lecture, tutorial, clinical and laboratory appointments, as well as individual study and research. Laboratory classes may require more hours spent in class than classes which do not require laboratory experience.

One credit hour represents one 50 minute class period per week throughout a semester of fifteen 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.

### Major

A 30 credit point cluster or sequence of studies from one discipline area. Usually comprises ten 3 credit point courses. Some programs may require more credits for a major.

### 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 attendance for formal learning classroom or laboratory experiences.

### Course Levels

Mission College 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 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.

### Course Coding

ACCT	Accounting
ART	Art
BIOL	Biology
BUAD	Business Administration
CFSC	Child & Family Science
CHEM	Chemistry
CIS	Computer Information Systems
CPTR	Computer Science
ECON	Economics
EDUC	Education
ENGL	English
ENVR	Environmental

ENTR	Entrepreneurship
FDNT	Foods & Nutrition
FINA	Finance
GBUS	General Business
GEOG	Geography
HIST	History
HLED	Health Education
HMEC	Home Economics
HMNT	Humanities
JOUR	Journalism
LIBR	Library Science
MATH	Mathematics
MGMT	Management
MKTG	Marketing
NOND	Non-credit Department
OFAD	Office Administration
RELB	Theology
RELE	Theology
RELG	Theology
RELH	Theology
RELM	Theology
RELP	Theology
RELT	Theology
SOCI	Sociology
SPCH	Speech

### Uniform Numbering

#### 380, 480 Directed Field Work/Practicum/Field Experience

(4–12 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)

**395, 495 Cooperative Education (0–12)**

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. 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 research methods, and present a paper and/or project showing competence in the study. Independent study must be approved by the appropriate Department Chair, 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)****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 college program. Students may determine their academic classification according to the following scale:

1. Freshman. Students who have fulfilled college entrance requirements and have completed less than 36 semester hours of coursework with a minimum GPA of 2.0.
2. Sophomore. Students who have completed a minimum of 36 semester hours of college coursework with a minimum GPA of 2.0.
3. Junior. Students who have completed a minimum of 72 semester hours of college coursework with a minimum GPA of 2.0.
4. Senior. Students who are within 36 credit hours of completing 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. College 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	Max
	Credit	Credit
	Points	Points
Regular	9	15
Academic Probation	9	12
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

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

The approval of the Academic Board 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 Grammar and Syntax and ENGL 115 College Composition or their equivalents, and have acceptably completed at least 36 semester credit hours of college 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. Decisions 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 Academic Appeals and Petitions Committee. 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 Academic Appeals and Petitions Committee.

### 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 53.

### Sequence of Courses

Students are not permitted to take, repeat, or challenge lower courses after credit has been earned in a more advanced course in the same area.

### 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 *Change of Program 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

Mission College is a private institution offering Christian higher education and as such 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 College is to encourage a positive learning environment through support of and direct contact with the students. The educational program on both Mission College campuses, thus, intentionally features learning settings involving lectures, classes, workshop and tutorial sessions, and laboratory and clinical activities to enhance individual learning. The Mission College 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 College 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 Mission College 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, attendance 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 College 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 85% 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 date 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.

Should a student fail to respond by a letter of application showing cause, the student will be recorded as having withdrawn from the course and will be notified accordingly in writing by the Registrar. 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.

## **INDEPENDENT STUDY AND RESEARCH**

### **Privately Tutored Courses**

Courses listed in the College 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 College cancels scheduled classes, or when a student needs to repeat a class.

### **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 College 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 VPAA. 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. Students may accumulate no more than 6 credit points of academic credit taken as guided readings or independent study/research without the prior approval of the relevant Dean of Faculty and the Registrar.
3. Independent study courses are not normally intended to replace courses includ-

ed 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 Mission College.
5. With the agreement of the Dean of Faculty, the Head of Department 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**

### **Examinations**

Final examination schedules are posted mid-way during the semester. Students must take the examinations as scheduled. In case of

two or more examinations in one day, the student may petition the Academic Board for a reschedule of his/her examinations. Instructors are not permitted to schedule special examinations for any class.

### Deferred Examinations

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

Mission College is committed to academic honesty. Any act of dishonesty is unacceptable and is treated seriously. This includes academic dishonesty in all forms: cheating, plagiarism, forgery, misrepresentation, falsification, prohibited collaboration, use of non-public information or prohibited files, or any other such activity.

Violation of academic integrity will result in disciplinary action and may result in dismissal from the College.

### Grading System

The following standardised grading system is used for all courses and by all lecturers at Mission College.

Regular Grades	Percentage	Grade Points	Definition
A	90 – 100	4.00	Superior
A-	85 – 89	3.67	
B+	80 – 84	3.33	
B	75 – 79	3.00	Good Work
B-	70 – 74	2.67	
C+	65 – 69	2.33	Satisfactory work
C	60 – 64	2.00	
C-	55 – 59	1.67	Passing but less than satisfactory
D+	50 – 54	1.33	
D	45 – 49	1.00	Failure: Unsatisfactory work
F	0 - 44	0.00	
Special Grades			
AU		Audit	
S		Satisfactory: Passing	
U		Unsatisfactory: No credit	
W		Withdrew from class before 12 <sup>th</sup> week of semester	
I		Incomplete: Work not completed	
DG		Deferred Grade: Course extends over two semesters	

## 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 (above) 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 major and minor requirements.

## 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 will 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 Course 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 or as otherwise approved by the Vice President for Academic Administration.

## 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 Department Chair 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 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 need 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 Exam Board Chair will submit recommendations for supplementary

assessments to the Chair of the Petitions and Appeals Committee 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 be normally be granted only 3 times in the first two years of a study program and 2 times during the last two years of a four-year program. Exceptions to these limits require the approval of Academic Board (Appeals and Petitions Subcommittee).

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. 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 12<sup>th</sup> 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 Association 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 average drops below 1.75, additional conditions may be imposed.

### Required Library Attendance

Students whose academic progress for their first academic term is unsatisfactory and which results in their receiving a letter of academic warning will be required to attend a supervised study period in the library for a minimum of four nights per week from 7.45 pm to 9.45 pm. (Sun – Thurs). A Roll will be marked and the study period will be supervised.

Students whose academic progress during subsequent academic term is unsatisfactory and which results in their receiving a letter of academic warning or being placed on academic probation will also be required to attend the library for a minimum of four nights per week from 7.45 pm to 9.45 pm. (Sun – Thurs). A Roll will be marked and the study period will be supervised.

Students who fail to meet the attendance requirements for study hall or whose behaviour during study hall is disruptive or falls below expectations will have citizenship points deducted and may be asked to withdraw from the College.

### Regulations for Supervised Library Study Hall

#### 1. Attendance

- ◆ The supervisor on duty will ensure that students sign in at the beginning of the supervised study period and sign out at the conclusion of the Study period.
- ◆ Late arrival up to 10 minutes will be counted as a tardy. Three tardies will be counted as one absence.
- ◆ Late arrival after 10 minutes will be counted as an absence.
- ◆ 20% absence will be counted as a reason for the deduction of Citizenship points and will be reported to the VPSA.

2. The student is expected to make full use of the study period and be engaged in reading, writing or preparing assignments or use of the library resources for study.
3. Use of computer terminals is not permitted during this period.
4. The student is expected to study quietly. No group work is permitted.
5. No music is permitted.
6. The use of mobile telephones during the study period is not permitted.
7. Other library regulations apply.

## Academic Dismissal

All students on academic probation will have their progress reviewed by the Vice President for Academic Administration and the Appeals and Petitions Committee. 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 may be asked to withdraw from the College.

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 that their academic rights have been infringed or that they have been treated unjustly with respect to their academic program may seek a resolution of their concern.<sup>1</sup> The student is entitled to a fair and impartial consideration of their case and the College 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 Department Chair 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 Chair or the Faculty Dean.

◆ If a written report is submitted by the student, the Chair or Faculty Dean shall reply within fifteen days.

3. **Step Three.** If the student is dissatisfied with the outcome of Step 2 then the student may appeal within fifteen 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 VPAA, which shall evaluate the grievance and report on the matter to the student within fifteen days. The decision of this committee shall be final. The committee shall be comprised of one member chosen by the Student, the Chair or Dean or their nominee and one faculty member chosen by the Vice President of Academic Administration. The VPAA 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 Honors

The following academic honors will be awarded to students who excel in their academic work at Mission College.

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.
3. Chair's List. Students who complete a semester of study with a minimum of 12 semester hours excluding S credits and Incomplete, and attain a grade point average between 3.24 - 3.49, will be acknowledged on the Chair'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 College 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 (minimum 36 semester credit hours.) 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 college program to meet these requirements.

The Department Chair and the Dean of Faculty are available to assist students in planning college 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 or a result of errors from faculty advisory, 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)

## Transcripts

A student will be allowed one free transcript of his college 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 100 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 must be cleared.
3. Normally official transcripts are mailed by the Registrar's Office to other academic institutions named by the student.

## Graduation Requirements for Bachelor's Degrees

In order to graduate from Mission College 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 (at least 128 semester credits). These requirements are listed in the Candidate's Graduation Outline as agreed between Mission College and the student.
3. earn no credit below 'C' in the major, in cognates or minor requirements.
4. complete at least 36 credits required for the degree program in residence at Mission College. 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 2.25 in the major requirements.
8. be admitted to the graduating class by recommendation of the Academic Board and Mission College Faculty Meeting, and gain the approval of the Board of Management and College 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 Mission College 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. Mission College 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 Subjects:

(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 hu-

manities, 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 College.

- (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 college orientation 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 Structure and Syntax (3)  
 ENGL 115 English Composition (3) *or*  
 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)  
 MATH 110 Introduction to Statistics (3) *or*  
 MATH 120 Survey of Mathematics (3)

### **Science Majors :**

ENVR 205 Environmental Conservation (3)  
 HLED 118 Life, Health & Nutrition (3)

### **Orientation to Higher Education: (non- credit course)**

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 College 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 in the 3<sup>rd</sup> semester unless they have completed this requirement.



## PROJECTED SEQUENCE OF CLASSES

### First Year

#### First Semester

BIOL 110	Principles of Biology	3
ENGL 114	English Structure and Syntax	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
<b>Total</b>		<b>14</b>

#### Second Semester

HMNT 131	The Human Quest II: The Search for Self	3
ENGL 115	English Composition	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
<b>Total</b>		<b>14</b>

#### 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
<b>Total</b>		<b>6</b>



# Programs of Study

## 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 further reflection and advanced study. The program is structured to develop the potential of the student by providing a biblical/theological, pastoral and spiritual framework which will facilitate 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.*

### LECTURING FACULTY

1. Kai Arasola, BA, MA, MTh, ThD, (Dean of Faculty)
2. Wann Fanwar, BA, MA, MTh, PhD
3. Khamsay Petchareun, BA, MSA
4. Abel Pangan, BA, MA
5. Kalervo Aromaki, BA, MDiv, MA
6. Ron Bissel, BA, MA, PhD
7. Lalita Kurian, BA, MA

### PROGRAMS AND COURSES

1. Bachelor of Arts Program in Christian Studies
  - ◆ Major in Applied Theology
  - ◆ Major in Religious Education
2. Minor in Christian Studies

### DEGREE STRUCTURE AND REQUIREMENTS FOR GRADUATION

#### Major in Applied Theology

Graduation requirements for a major in Applied Theology are a total of 128 credit points comprising 53 different courses.

35 credit points relate to general studies. 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.

87 credit points focus on specialized professional studies out of which 65 credit points are core subjects and 22 credit points in one of four congrate areas.

A further 6 credit points are required as a free elective.

Further detail of the Applied Theology Major is outlined below:

Courses	Credit Points
Orientation to Higher Education	0
General Education	35
Core Subjects	65
• Biblical Studies	15
• Historical Studies	9
• Philosophical & Theological Studies	12
• Church Ministry and Preaching	18
• Practicums	11
Cognate Area (ONE Only)	22
• Language	
• Pastoral Theology and Missions	
• Pastoral Care	
• Electives and Independent Study	
Free Elective	6
<b>Total</b>	<b>128</b>

### Major in Religious Education

Graduation requirements for a major in Religious Education are a total of 128 credit points.

35 credit points relate to general studies. 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.

87 credit points focus on specialized professional studies out of which 68-72 credit points are core subjects and 15-19 credit points of cognate area and electives.

A further 6 credit points are required as a free elective.

Further detail of the Religious Education Major is outlined below:

Courses	Credit Points
Orientation to Higher Education	0
General Education	35
Core Subjects	68-72
• Biblical Studies	15
• Historical Studies	9
• Philosophical & Theological Studies	12
• Cognate in Religious Education	7
• Educational Foundations and Techniques	16
• Supervised Instruction	7
Cognate Area and Electives (ONE Only)	15-19
• Language	
• Pastoral Theology and Missions	
• Pastoral Care	
• Electives and Independent Study	
Free Elective	6
<b>Total</b>	<b>128</b>

## SPECIFIC COURSE REQUIREMENTS

### General Education Courses:

(35 credit points)

### Integrated Courses:

(6 credit points)

- HMNT 130 The Human Quest I: The Search for Roots (3)  
HMNT 231 The Human Quest IV: Questions of Human Destiny (3)

### Language Study:

(8 credit points)

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

### Social Science & Values:

(8 credit points)

- PSYC 104 General Psychology (3)  
SOCI 204 Marriage and Family (2) *or*  
SOCI 214 Home and Life Values (2)  
HLED 160 Concepts of Health (3)

### 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 104 Ethical Models (2) *or*  
RELG 120 Concepts of Christian Philosophy (2) *or*  
EDUC 270 Philosophical Concepts for Education (2) *or*  
RELE 250 Principles and Concepts of Adventist Education (2)

### Science & Mathematics:

(6 credit points)

- BIOL 110 Principles of Biology (3) *or*  
BIOL 211 Contemporary Issues in Science and Bioethics (3)  
MATH 110 Applied Statistics (3) *or*  
MATH 120 Survey of Mathematics (3) *or*  
CPTR 105 Computers and Information Technology (3)

### Orientation to Higher Education:

(non-credit courses)

- CPTR 095 Computer Literacy and Skills (0)  
NOND 044 Orientation to Higher Education (0)  
NOND 094 Research and Library Skills (0)  
OFAD 094 Keyboarding (0)

## APPLIED THEOLOGY MAJOR

(87 credits points)

### Core Subjects

(65 credit points)

### Biblical Studies

(15 Credit Points)

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

### Any THREE of the exegesis courses (9)

- RELB 160 Sources of Christian Faith (3)  
RELB 350 The Law and the Writings (3)  
RELB 351 Hebrew Prophets (3)  
RELB 355 Eschatological Concerns and Movements (3)  
RELB 365 Epistles in the Early Christian Church (3)  
RELB 496 Topics in Biblical Studies (3)

### Historical Studies

(9 credit points)

- RELH 270 Adventist Heritage and Mission (3)

### Any TWO of the following

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

### Philosophical and Theological Studies

(12 credit points)

- RELT 250 Fundamentals of Christian Beliefs (3)  
RELT 255 Biblical Hermeneutics and Doing Theology in Asia (3)  
RELM 280 Religions of South-East Asia and the World (3)  
RELT 310 Biblical Theology (3)

### Church Ministry and Preaching

(18 credit points)

- RELP 308 Homiletics I (3)  
RELP 309 Homiletics II (3)  
RELP 360 Principles of Pastoral Ministry (3)  
RELP 376 Christian Worship and Music (3)  
RELP 474 Pastoral Care and Counseling (3)  
RELP 475 Congregational Spirituality and Church Growth (3)

### Practicums

(11 credit points)

- RELP 310 Principles of Public Evangelism with Field Practicum (3)  
RELP 384 Worship Practicum (2)  
RELP 386 Principles of Youth Ministry with Practicum (3)  
RELP 487 Personal Ministry Practicum (2)  
RELP 496 Clinical Pastoral Care (2)

## Cognate Areas

(22 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 or electives as advised by the Faculty. The regular cognate area for ministerial trainees in South-east Asia is Pastoral Theology and Missions.

## Language Area

- 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

- PSYC 244 Social Psychology (3)
- RELM 280 Religions of South-East Asia and the World (3)
- RELP 255 Church Leadership and Administration (3)
- SOCI 333 Community Development (3)
- PSYC 345 Cross Cultural Psychology (3)
- RELP 366 Structure and Operation of the SDA Church (3)
- RELM 377 Interfaith Dialogue in Missions (3)
- RELP 378 Technology and Computer Applications for Pastors (3)
- RELP 395 Creative Christian Communication (3)
- RELM 420 Urban Ministry & Evangelism (3)
- RELT 474 Issues in Communicating the SDA Message (3)
- RELM 491 Topics: Issues in Meeting Culture (3)
- RELP 494 Issues in Pastoral work (3)
- RELM 495 Selected Topics in Missiology (3)

## Pastoral Care Area

- 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)
- RELP 488 Internship in Pastoral Care (1-3)
- RELP 490 Directed Reading in Pastoral Care (3)

## Electives and In-depth Study Courses

- BIOL 211 Contemporary issues in Science and Bioethics (3)
- RELP 211 Introduction to Church Accounting (3)
- RELE 230 Introduction to Moral and Religious Education (2)
- RELP 235 Christian Salesmanship (2)
- RELT 265 Mission, Message and Mandate of the SDA Church (3)

- HIST 305 History and Archaeology of the Middle East (3)
- PSYC 305 Psychology of Character Development (3)
- MGMT310 Management and Organizational Behavior (3)
- RELT 340 Gender Issues in the Asian Context (3)
- RELM 346 Communicating Religious Truth in Southeast Asia (3)
- ENGL 353 Sacred Literature (3)
- RELH 375 History of Christian Doctrinal Development (3)
- RELP 377 Music in Worship and Evangelism (3)
- MKTG 380 Principles of Marketing (3)
- RELT 384 Folk Religion in Southeast Asia (3)
- RELT 386 Teachings and Practices of South-East Asian Religions (3)
- RELT 401 Hermeneutics (3)
- RELB 420 Old Testament Apocalyptic Writings (3)
- RELB 425 Christian Apocalyptic Writings (3)
- RELT 435 Pauline Theology (3)
- RELM 446 Psychology of Religious Experience (3)
- RELT481-3 Directed Reading in Religious Studies (1-3)
- 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)

**Note:** *Electives may also be taken from other cognate areas with the permission of the Dean.*



## RELIGIOUS EDUCATION MAJOR

(87 credits points)

### Core Subjects

(68-72 credit points)

#### Biblical Studies

(15 credit points)

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

#### Any THREE of the exegesis courses (9)

- RELB 160 Sources of Christian Faith (3)  
RELB 350 The Law, and The Writings (3)  
RELB 351 Hebrew Prophets (3)  
RELB 355 Eschatological Concerns and Movements (3)  
RELB 365 Epistles in the Early Christian Church (3)  
RELB 496 Topics in Biblical Studies (3)

#### Historical Studies

(9 credit points)

- RELH 270 Adventist Heritage and Mission (3)  
RELH 325 History of Christianity I (3)  
RELH 326 History of Christianity II (3) *or*  
RELH 390 Selected Topics in Church History (3)

#### Philosophical and Theological Studies

(12 credit points)

- RELT 250 Fundamentals of Christian Beliefs (3)  
RELT 255 Biblical Hermeneutics and Doing Theology in Asia (3)  
RELM 280 Religions of South-East Asia and the World (3)  
RELT 310 Biblical Theology (3)

#### Concepts in Religious Education

(7 credit points)

- EDUC 260 Intro to Educational Professions (3) *or*  
PSYC 204 The Educational and Psychological Professions (3)  
RELE 250 Principles and Concepts of Adv Education (2) *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)

### Education Psychology Electives

(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 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, Dogmatics, and Theology for those preparing for classroom teaching.

### Teacher Certification Area

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

### Language Area

- 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

- PSYC 244 Social Psychology (3)  
 RELM 280 Religions of South-East Asia and the World (3)  
 RELP 255 Church Leadership and Administration (3)  
 SOCI 333 Community Development (3)  
 PSYC 345 Cross Cultural Psychology (3)  
 RELP 366 Structure and Operation of the SDA Church (3)  
 RELM 377 Interfaith Dialogue in Missions (3)  
 RELP 378 Technology and Computer Applications for Pastors (3)  
 RELP 395 Creative Christian Communication (3)  
 RELM 420 Urban Ministry and Evangelism (3)  
 RELT 474 Issues in Communicating the SDA Message (3)  
 RELM 491 Topics: Issues in Meeting Culture (3)  
 RELP 494 Issues in Pastoral work (3)  
 RELM 495 Selected Topics in Missiology (3)

### Pastoral Care Area

- 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)  
 RELP 488 Internship in Pastoral Care (1-3)  
 RELP 490 Directed Reading in Pastoral Care (3)

### Electives and In-depth Study Courses

- BIOL 211 Contemporary issues in Science and Bioethics (3)  
 RELP 211 Introduction to Church Accounting (3)  
 RELE 230 Introduction to Moral and Religious Education (2)  
 RELP 235 Christian Salesmanship (2)  
 RELT 265 Mission, Message and Mandate of the SDA Church (3)  
 HIST 305 History and Archaeology of the Middle East (3)  
 PSYC 305 The Psychology of Character Development (3)  
 MGMT310 Management and Organizational Behavior (3)  
 RELT 340 Gender Issues in the Asian Context (3)  
 RELM 346 Communicating Religious Truth in Southeast Asia (3)  
 ENGL 353 Sacred Literature (3)  
 RELH 375 History of Christian Doctrinal Development (3)  
 RELP 377 Music in Worship and Evangelism (3)  
 MKTG 380 Principles of Marketing (3)  
 RELT 384 Folk Religion in Southeast Asia (3)  
 RELT 386 Teachings and Practices of South-East Asian Religions (3)  
 RELT 401 Hermeneutics (3)  
 RELB 420 Old Testament Apocalyptic Writings (3)  
 RELB 425 Christian Apocalyptic Writings (3)  
 RELT 435 Pauline Theology (3)  
 RELM 446 Psychology of Religious Experience (3)  
 RELT 481-3 Directed Reading in Religious Studies (1-3)  
 RELT 487 Selected Topics in Theology (3)  
 RELT 490-3 Senior Project (0)  
 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)

Total

87

### Minor Program

Students from other faculties may take the following minor:

### Christian Studies:

(18 credit points)

### Required:

(7-9 credit points)

2 Courses in Biblical Studies

1 Course in SDA doctrines or history

### Electives:

(9-11 credit points)

Approved electives from courses offered by the faculty.

## PROJECTED SEQUENCE OF COURSES

### First Year

#### First Semester

PSYC 104	General Psychology	3
MATH 110	Introduction to Statistics <i>or</i>	
MATH 120	Survey of Mathematics	3
ENGL 114	English Structures and Syntax	3
HLED 160	Concepts of Health	3
HMNT 125	Man in the Quest for Roots <i>or</i>	
RELB 160	Sources of Christian Faith	3
<b>Total</b>		<b>15</b>

#### Second Semester

RELB 104	Ethical Models <i>or</i>	
RELG 120	Concepts of Christian Philosophy <i>or</i>	
EDUC 270	Philosophical Foundations of Education <i>or</i>	
RELE 250	Principles and Concepts of Adventist Education	2
ENGL 115	English Composition	3
SOCI 204	Marriage and Family <i>or</i>	
SOCI 214	Home and Life Values	2
HMNT 210	Appreciation of Fine Arts <i>or</i>	
HIST 214	History of Civilization <i>or</i>	
HMNT 256	Thai Language and Culture	3
HMNT 225	Man and His Destiny <i>or</i>	
RELB 355	Eschatological Concerns and Movements	3
HMNT 234	Literature and Civilization	2
<b>Total</b>		<b>15</b>

#### Inter-Semester Session

SPCH 204	Fundamentals of Speech and Communication	2
BIOL 110	Principles of Biology <i>or</i>	
BIOL 211	Contemporary Issues in Science and Bioethics	3
<b>Total</b>		<b>5</b>

### Second Year

#### First Semester

RELB 160	Sources of Christian Faith	3
RELH 490	Selected Topics in Church History	3
RELB 307	Introduction to the Old Testament	3
RELB 325	History of Christianity I <i>or</i>	
RELH 326	History of Christianity II	3
	Cognate Area/Elective Course	3
<b>Total</b>		<b>15</b>

#### Second Semester

RELT 250	Fundamentals of Christian Beliefs	3
RELT 310	Biblical Theology	3

RELB 345	Introduction to the New Testament	3
RELP 360	Principles of Pastoral Ministry	3
	Cognate Area/Elective Course	3
<b>Total</b>		<b>15</b>

#### Inter-Semester Session

RELP 384	Worship Practicum	2
RELP 386	Principles of Youth Ministry with Practicum	3
<b>Total</b>		<b>4</b>

### Third Year

#### First Semester

RELH 270	Adventist Heritage and Mission	3
RELP 308	Homiletics I	3

#### One of the following

RELB 354	The Law, the Prophets and the Writings	3
RELB 365	Epistles in the Early Christian Church	
RELP 376	Christian Worship and Music	3
RELB 496	Topics in Biblical Studies	
	Cognate Area/Elective Course	3

<b>Total</b>		<b>15</b>
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#### Second Semester

RELP 309	Homiletics II	3
RELB 355	Eschatological Concerns and Movements	3
RELT 435	Pauline Theology	3
RELP 474	Pastoral Care and Counseling	3
	Cognate Area/Elective Course	3

<b>Total</b>		<b>15</b>
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#### Inter-Semester

RELP 310	Principles and Practice of Public Evangelism	3
RELP 487	Personal Ministry Practicum	2
<b>Total</b>		<b>5</b>

### Fourth Year

#### First Semester

RELT 386	Teachings and Practices of Southeast Asian Religions	3
RELP 475	Congregational Spirituality and Church Growth	3
RELT 484	Asian Perspectives in Theology	3
RELP 496	Clinical Pastoral Care	2
	Cognate Area/Elective Courses	3

<b>Total</b>		<b>14</b>
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#### Second Semester

RELM 446	Psychology of Religious Experience	3
	Cognate Area / Elective Courses	4
	General Elective	3

<b>Total</b>		<b>10</b>
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# Bachelor of Arts in English Language

*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 ready employment in academic, business, legal and other fields that demand high levels of English proficiency.*

## LECTURING FACULTY

1. Beulah Manuel, BA, MA, M Phil, PhD  
(Department Chair)
2. Ani Gjika, BA, MA
3. Bienvisa Nebres, BA, MA
4. Dorothy Nebres, BA, MA
5. Marie-Mai Ntep, BA
6. Nola Tudu, BA, MA
5. Paul Buschenhofen, BA, MA, PhD
6. Ritha Lampadan, BA, MA

## PROGRAMS AND COURSES

1. Bachelor of Arts Major in English Language
2. Minor in English Language
3. Minor in English Literature

## DEGREE STRUCTURE AND REQUIREMENTS FOR GRADUATION

For the BA (English Language) degree, 137 credit points are required comprising 44 different courses; 31 courses (93 credit points) focus on specialized studies in the discipline, while the balance (40 credit points) relate to

general studies. Of the 31 specialist courses, 20 courses (60 credit points) concern core English Language or closely related studies, while 11 courses (33 credit points) focus on a particular area of English Language studies, which comprises the concentration. 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	40
Core Studies	60
Required Concentration Courses	16
Elective Concentration Courses	18
Free Elective	3
<b>Total</b>	<b>137</b>

## SPECIFIC COURSE REQUIREMENTS

### General Education Courses:

(40 credit points)

### Integrated Courses:

(12 credit points)

- HMNT 130 The Human Quest I: Quest for Roots (3)  
 HMNT 131 The Human Quest II: The Search of 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)  
 RELB 104 Ethical Models (2) *or*  
 RELT 210 History of Religious Traditions (3)  
 SOCI 204 Marriage and Family (2) *or*  
 SOCI 214 Home and Life Values (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)

- BIOL 110 Principles of Biology (3)  
 MATH 110 Introduction to Statistics (3) *or*  
 MATH 120 Survey of Mathematics (3)

### Orientation to Higher Education:

(non- credit courses )

- CPTR 095 Computer Literacy and Skills (0)  
 NOND 044 Orientation to Higher Education (0)  
 NOND 094 Research and Library Skills (0)  
 OFAD 094 Keyboarding (0)  
 PEAC 011 Physical Education I (0)  
 PEAC 012 Physical Education II (0)

## Specialized Courses:

(93 credit points)

### Core Courses:

(60 credit points)

- ENGL 130 Introduction to Literature (3)  
 ENGL 150 College Grammar (3)  
 ENGL 221 Fundamental Reading (3)  
 ENGL 222 Advanced Reading (3)  
 ENGL 230 Introduction to Linguistics (3)  
 ENGL 234 Applied Phonetics (3)  
 ENGL 243 American Literature to 1865 (3)  
 ENGL 244 American Literature after 1865 (3)  
 ENGL 253 Advanced Composition (3)  
 ENGL 259 Research Writing (3)  
 ENGL 260 Survey of English Literature to 1800 (3)  
 ENGL 270 Survey of English Literature after 1800 (3)  
 ENGL 280 Literary Analysis and Criticism (3)  
 ENGL 301 News Writing (3)  
 ENGL 313 English Usage (3)  
 ENGL 353 Sacred Literature (3)  
 ENGL 354 Asian Literature (3)  
 ENGL 355 Custom and Culture of the English Speaking World (3)  
 ENGL 434 History of the English Language (3)  
 ENGL 436 Cross Cultural Communication (3)

### Concentration:

(33 credit points)

### Required:

(16 credit points)

- ENGL 315 Creative Writing (3)  
 ENGL 335 Semantics (3)  
 ENGL 395 Theories of Language Acquisition & Learning (3)  
 ENGL 445 Advanced English Grammar (3)  
 ENGL 496 Seminar in English Language (2)  
 ENGL 499 Directed Project in English Language (2)

### Electives:

(18 credit points)

- ENGL 302 Journalistic Writing (3)  
 ENGL 414 English for Tourism (3)  
 ENGL 415 English for Business (3)  
 ENGL 418 Critical Reading (3)  
 ENGL 421 Methods of Teaching English as a Second Language (3)  
 ENGL 425 19th and 20th Century American Literature (3)  
 ENGL 437 Sociolinguistics (3)  
 ENGL 450 Major Authors (3)  
 ENGL 454 Medieval and Renaissance Literature (3)  
 ENGL 455 Neoclassical and Romantic Literature (3)  
 ENGL 456 Victorian and Modern Literature (3)



**Free Elective:**

(3 credit points)

Students are permitted to choose any course that is offered at Mission College, from any department other than the English Department.

**Minor Program****English Language:**

(18 credit points)

**Required:**

ENGL 150 College Grammar (3)  
 ENGL 221 Fundamental Reading (3)  
 ENGL 230 Introduction to Linguistics (3)

**Electives:**

9 credit points from the following:-

ENGL 301 News Writing (3)  
 ENGL 335 Semantics (3)  
 ENGL 414 English for Tourism (3)  
 ENGL 415 English for Business (3)  
 ENGL 418 Critical Reading (3)  
 ENGL 424 Methods of Teaching English As a Second Language (3)  
 ENGL 437 Sociolinguistics (3)

**English Literature:**

(15 credit points)

**Required:**

ENGL 130 Introduction to Literature (3)  
 ENGL 280 Literary Analysis and Criticism (3)

**Electives:**

9 credit points from the following:-

ENGL 353 Sacred Literature (3)  
 ENGL 354 Asian Literature (3)  
 ENGL 425 Nineteenth and Twentieth American Literature (3)  
 ENGL 450 Major Authors (3)  
 ENGL 454 Medieval and Renaissance Literature (3)  
 ENGL 455 Neoclassical and Romantic Literature (3)  
 ENGL 456 Victorian and Modern Literature (3)

**PROJECTED SEQUENCE OF CLASSES****First year****First Semester**

BIOL 110 Principles of Biology	3
ENGL 114 English Structure and Syntax	3
HMNT 124 Man in Search of Self	3
HMNT 210 Appreciation of Fine Arts <i>or</i>	
HMNT 234 Literature and Civilization	2
PSYC 104 General Psychology <i>or</i>	
SOCI 205 The Family of Man	3
<b>Total</b>	<b>14</b>

**Second Semester**

ENGL 115 English Composition	3
HMNT 125 Man in the Quest for Roots	3
HIST 214 History of Civilization <i>or</i>	
HMNT 256 Thai Language and Culture	3
SOCI 204 Marriage and Family <i>or</i>	
SOCI 214 Home and Life Values	2
MATH 110 Introduction to Statistics <i>or</i>	
MATH 120 Survey of Mathematics	3
<b>Total</b>	<b>14</b>

**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
<b>Total</b>	<b>6</b>

**Second year****First Semester**

ENGL 130 Introduction to Literature	3
ENGL 150 College Grammar	3
ENGL 221 Fundamental Reading	3
ENGL 230 Introduction to Linguistics	3
HMNT 230 The Human Quest III: The Individual and Society	3
<b>Total</b>	<b>15</b>

**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
<b>Total</b>		<b>15</b>

**Inter-Semester Session**

ENGL 244	American Literature after 1865	3
ENGL 259	Research Writing	3
<b>Total</b>		<b>6</b>

**Third year****First Semester**

ENGL 260	Survey of English Literature to 1800	3
ENGL 280	Literary Analysis and Criticism	3
ENGL 353	Sacred Literature	3
ENGL 301	News Writing	3
	Elective in English	3
<b>Total</b>		<b>15</b>

**Second Semester**

ENGL 270	Survey of English Literature after 1800	3
ENGL 315	Creative Writing	3
ENGL 335	Semantics	3
ENGL 354	Asian Literature	3
	Elective in English	3
<b>Total</b>		<b>15</b>

**Inter-Semester Session**

ENGL 313	English Usage	3
	Elective in English	3
<b>Total</b>		<b>6</b>

**Fourth year****First Semester**

ENGL 355	Custom and Culture of the English Speaking People	3
ENGL 395	Theories of Language Acquisition & Learning	3
ENGL 496	Seminar in English Language	2
	Electives	3-6
	Free Electives	3
<b>Total</b>		<b>14-17</b>

**Second Semester**

ENGL 434	History of the English Language	3
ENGL 436	Cross Cultural Communication	3
ENGL 445	Advanced English Grammar	3
ENGL 499	Directed Project in English Language	2
	Elective	3-6
<b>Total</b>		<b>14-17</b>

**Grand Total** **1372**

## 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 bachelors 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.*

### LECTURING FACULTY

1. George Kimani, BA, MSW, MA
2. Lalita Rohini Kurian, BLA, MA
3. Surapee Silapachan, BS, MA
4. Paul Buschenhofen, BA, MA, Dip Ed, PhD
5. Edward Roy, BLA, MA, MS, PhD
6. Chew Sze Ted, BA, MD
7. Benjamin Bandiola, PhD

### PROGRAMS AND COURSES

1. Bachelor of Arts Major in Psychology & Education
2. Minor in Psychology
3. Minor in Education

### Degree Structure and Requirements for Graduation

For the BA (Psychology and Education) degree, 137 credit points are required comprising 52 different courses. 35 courses (91 cred-

it 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 (35 credit points), while 15 courses (35 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	40
Core Studies in Psychology	35
Core Studies in Education	35
Integrative Education Psychology Courses	21
Free Elective	6
<b>Total</b>	<b>137</b>

## 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 Destiny (3)

### Language Study:

(8 credit points)

- ENGL 114 English Structure and Syntax (3)  
 ENGL 115 English Composition (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)

- BIOL 110 Principles of Biology (3)  
 MATH 110 Introduction to Statistics (3) *or*  
 MATH 120 Survey of Mathematics (3)

### Orientation to Higher Education:

(non- credit courses)

- CPTR 095 Computer Literacy and Skills (0)  
 NOND 044 Orientation to Higher Education (0)  
 NOND 094 Research and Library Skills (0)  
 OFAD 094 Keyboarding (0)  
 PEAC 011 Physical Education I (0)  
 PEAC 012 Physical Education II (0)

### Specialised Courses:

(91 credit points)

### Core Courses in Psychology:

(35 credit points)

### The Sociocultural Aspects of Psychology:

(6 credit points)

- PSYC 244 Social Psychology (3)  
 PSYC 345 Cross-cultural Psychology (3)

### Human Development:

(6 credit points)

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

### Cognitive Psychology:

(9 credit points)

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

### Electives and Depth Courses:

(14 credit points)

- PSYC 496 Seminar: Topics in Psychology (1)  
 PSYC 495 Observation, Internship and Field Experience *or*  
 PSYC 497 Senior Project in Psychology (1)

### Four of the Following:

- PSYC 315 Psychology of the Exceptional Child (3)  
 PSYC 325 Introduction to Personality Theories (3)  
 PSYC 334 History and Systems of Psychology (3)  
 PSYC 384 Behavior Management (3)  
 PSYC 454 Educational and Vocational Planning & Counseling (3)  
 PSYC 480 Ethics and Issues in Psychology (3)  
 PSYC 490 Seminar in Special Issues (3)

### Core Courses in Education Studies:

(35 credit points)

### Educational Foundations:

(7 credit points)

- EDUC 260 Intro to Educational Professions w. Field Exp. (3) *or*  
 PSYC 204 The Educational and Psychological Professions (3)  
 EDUC 270 Philosophical Foundations of Education (2) *or*  
 RELE 250 Principles and Concepts of Adventist Education (2)  
 EDUC 330 Foundations of Education in Southeast Asia (2) *or*  
 EDUC 430 Legal and Ethical Aspects of Education (2)

**Curriculum and Instruction:**

(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 (2) *or*  
 EDUC 440 Teaching in a Multicultural Setting (2)

**Teaching Methods:**

(16 credit points)

- EDUC 364 Language Acquisition and Development (3)  
 EDUC 497 Student Teaching / Internship (6)  
 EDUC 498 Seminar: Microteaching / Workshop (1)

**THREE of the following:**

- EDUC 444 Methods of Teaching Language and Reading (2)  
 EDUC 445 Methods of Teaching Mathematics and Science (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)

**Electives in Education:**

(2 credit points)

**ONE of the following:**

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

**Integrated Professional Studies:  
Educational Psychology:**

(21 credit points)

**Educational Psychology Foundations:**

(9 credit points)

- EDUC 220 Educational Psychology (3)  
 EDUC 375 Psychological Environment for Learning (3)  
 PSYC 324 Theories of Learning and Instruction (3)

**Testing and Research Design:**

(12 credit points)

- EDUC 390 Educational Measurement and Evaluation (3)  
 PSYC 254 Statistics for Psychology and Education (3)  
 PSYC 354 Research Design for Psychology and Education (3)  
 PSYC 355 Introduction to Psychological Testing (3)

**Free Electives**

(6 credit points)

Students are permitted to choose any course that is offered at Mission College.

**Denominational Certification**

Student completing the Bachelors of Arts in Education and Psychology of Mission College are deemed to have met the requirements for denominational certification for teaching. Students planning on teaching in SDA schools are advantaged if they are able to include the following electives in their studies:

- RELB 224 Documents of Faith (2)  
 RELT 366 Distinctive SDA Beliefs and Traditions (2)  
 RELH 474 The Adventist Church and Modern Church History (2)

**Minor Programs**

Students from other faculties may take the following minors:

**Education**

(18 credit points)

**Required:**

(5 credit points):-

- EDUC 270 Philosophical Foundations of Education (2) *or*  
 RELE 250 Principles and Concepts of Adventist Education (2)  
 EDUC 220 Educational Psychology (3)

**Electives:**

(13 credit points):-

Approved electives from Education Core courses or recommended by advisor.

**Psychology:**

(18 credit points)

**Required:**

(9 credit points):-

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

**Electives:**

(9 credit points):-

Approved electives from Psychology courses (minimum 3 credit points from upper division courses).

## PROJECTED SEQUENCE OF CLASSES:

### First year

#### First Semester

BIOL 110	Principles of Biology	3
ENGL 114	English Structure and Syntax	3
HMNT 130	The Human Quest I: Quest for Roots	3
PSYC 104	General Psychology <i>or</i>	
SOCI 205	The Family of Man	3
HMNT 234	Literature and Civilization <i>or</i>	
HMNT 210	Appreciation of Fine Arts	2
<b>Total</b>		<b>14</b>

#### Second Semester

HMNT 131	The Human Quest II: The Search for Self	3
ENGL 115	English Composition	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
<b>Total</b>		<b>14</b>

#### Inter-Semester Session

SPCH 204	Fundamentals of Speech and Communication	2
<b>TWO of the following:</b>		
RELB 120	Introduction to Sacred Literature	2
RELB 104	Ethical Models	2
RELG 120	Introduction to Christian Philosophy	2
RELT 210	History of Religious Traditions	2
<b>Total</b>		<b>6</b>

### Second year

#### First Semester

HMNT 230	The Human Quest III: The Individual and Society	3
EDUC 260	Intro to Educ Professions w Field Exp <i>or</i>	
PSYC 204	The Educ and Psychological Professions	3
PSYC 214	Child and Adolescent Development	3
PSYC 254	Statistics for Psychology and Education	3
EDUC 270	Philosophical Foundations of Education <i>or</i>	
RELE 250	Principles and Concepts of Adventist Education	2
<b>Total</b>		<b>14</b>

#### Second Semester

EDUC 220	Educational Psychology	3
EDUC 285	Computers and Technology in the Classroom	2
HMNT 231	The Human Quest IV: Questions of Human Destiny	3
PSYC 215	Adult and Life-span Development	3
PSYC 354	Research Design for Psychology & Education	3
<b>Total</b>		<b>14</b>

#### Inter-Semester Session

PSYC 234	Cognitive Psychology	3
PSYC 244	Social Psychology	3
<b>Total</b>		<b>6</b>

### Third year

#### First Semester

EDUC 275	Introduction to Teaching Methods	2
EDUC 340	Introduction to Curriculum Development	2
PSYC 235	Biological Psychology	3
PSYC 324	Theories of Learning	3
PSYC 355	Introduction to Psychological Testing	3
	Psychology or Education elective	3
<b>Total</b>		<b>16</b>

#### Second Semester

EDUC 364	Language Acquisition and Development	3
EDUC 390	Educational Measurement and Evaluation	3
PSYC 335	Sensation and Perceptions	3
	Psychology or Education Electives	6
<b>Total</b>		<b>15</b>

#### Inter-Semester Session

EDUC 330	Foundations of Education in Southeast Asia <i>or</i>	
EDUC 430	Legal and Ethical Aspects of Education	2
	One Methods course	2
RELE 230	Introduction to Moral and Religious Education	2
<b>Total</b>		<b>6</b>



Fourth year

First Semester

EDUC 375	Psychological Environment for Learning	3
EDUC 498	Seminar: Microteaching / Workshop	1
PSYC 345	Cross-cultural Psychology	3
Two Methods courses		4
EDUC 380	Pre-school and Kindergarten Education <i>or</i>	
EDUC 440	Teaching in a Multicultural Setting	2
	Free Elective	3
Total		16

Second Semester

EDUC 496	Student Teaching / Internship	6
PSYC 496	Seminar: Topics in Psychology	1
	Psychology Elective	3
	Education Elective	2
	Free Elective	3
Total		15
Grand Total		137





# Bachelor of Business Administration in Accounting

*The broad aim of the Accounting Major in the Bachelor of Business Administration is to prepare students for employment in the accounting, financial or commercial sector. Graduates find ready employment in the financial administration sections of organisations because of the breadth of the program, its emphasis on values and the thoroughness of the preparation of the student.*

## LECTURING FACULTY

1. Pak T Lee, BA(ed), BBA, MBA, MCom, PhD, FCPA (Dean of Faculty and Program Coordinator)
2. Gail Valentine, MSc
3. Henry L Foster, BA, MBA, PhD
4. Hoang Kimani, BBA, MBA
5. Joseph Manuel, BBA, MA, CPA
6. Mack Tennyson, BS, CPA, PhD
7. Pradeep Tudu, BBA, MCom
8. Wayne Hamra, BA, MBA, DBA

## PROGRAMS AND COURSES

1. Bachelor of Business Administration Major in Accounting
2. Minor in Accounting

## Degree Structure and Requirements for Graduation

The BBA Accounting degree requires 136 credit points which is composed of 15 General Education courses, 17 Business Core courses, 11 Major courses and 2 Free Elective. Orientation to Higher Education and Professional Development courses are required but do not count for credit. Further detail is outlined below:

Courses	Credit Points
General Education	40
Core Studies	51
• <i>Introductory Accounting</i>	6
• <i>Economics and Finance</i>	9
• <i>Management</i>	12
• <i>Marketing</i>	3
• <i>Quantitative &amp; Qualitative Methods</i>	6
• <i>International Aspects of Business</i>	6
• <i>Computers in Business</i>	3
• <i>Communications</i>	3
• <i>Business Research</i>	3
Required Major Courses	27
Elective Major Courses	6
Business Electives	6
Free Electives	6
<b>Total</b>	<b>136</b>

## 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 Destiny (3)

### Language Study:

(8 credit points)

ENGL 114 English Structure and Syntax (3)  
ENGL 115 English Composition (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)  
RELB 104 Ethical Models (2) *or*  
RELT 210 History of Religious Traditions (2)  
SOCI 204 Marriage and Family (2) or  
SOCI 214 Home and Life Values (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)

BIOL 110 Principles of Biology (3)  
MATH 110 Introduction to Statistics (3) *or*  
MATH 120 Survey of Mathematics (3)

### Orientation to Higher Education:

(non- credit courses )

CPTR 095 Computer Literacy and Skills (0)  
NOND 044 Orientation to Higher Education (0)  
NOND 094 Research and Library Skills (0)  
OFAD 094 Keyboarding (0)  
PEAC 011 Physical Education I (0)  
PEAC 012 Physical Education II (0)

### Core Courses:

(51 credit points)

### Introductory Accounting:

(6 credit points)

ACCT 201 Principles of Accounting I (3)  
ACCT 202 Principles of Accounting II (3)

### Economics and Finance:

(9 credit points)

ECON 201 Microeconomics (3)  
ECON 202 Macroeconomics (3)  
FINA 305 Business Finance (3)

### Management:

(12 credit points)

BUAD 475 Business Ethics and Relations (3)  
BUAD 498 Business Policy and Strategies (3)  
MGMT200 Principles of Management (3)  
MGM 335 Human Resource Management (3)

### Marketing:

(3 credit points)

MKTG 300 Principles of Marketing (3)

### Quantitative and Qualitative Methods:

(6 credit points)

MATH 215 Statistics (3)  
MGMT 360 Operations Management (3)

### International Aspects of Business:

(6 credit points)

BUAD 320 Business Law (3)  
BUAD 445 International Business (3)

### Computers in Business:

(3 credit points)

BUAD 250 Computer Business Applications (3)

### Communication:

(3 credit points)

BUAD 205 Communication for Business (3)

### Business Research:

(3 credit points)

BUAD 499 Business Research Methods (3)

## Major Requirements in Accounting (27 credit points)

### Financial Accounting:

(12 credit points)

- ACCT 301 Intermediate Accounting I (3)
- ACCT 302 Intermediate Accounting II (3)
- ACCT 401 Advanced Accounting and Reporting I (3)
- ACCT 480 Current Issues in Accounting (3)

### Cost and Tax Accounting:

(6 credit points)

- ACCT 321 Cost and Management Accounting I (3)
- ACCT 356 Taxation Theory and Practice (3)

### Information Systems and Auditing:

(9 credit points)

- ACCT 415 Accounting Information Systems (3)
- ACCT 444 Principles of Auditing (3)
- ACCT 494 Computer Accounting Applications (3)

## Major Electives in Accounting:

(6 credit points)

### THREE of the following:

- ACCT 322 Cost and Management Accounting II (3)
- ACCT 423 Accounting for Special Organizations (3)
- ACCT 455 International Accounting (3)
- ACCT 402 Advance Accounting and Reporting II (3)
- ACCT 414 Financial Analysis and Reporting (3)
- ACCT 490 Independent Study (3)
- ACCT 495 Professional Internship (3)

## Business Electives:

(6 credit points)

Students are required to choose any 6 credits from courses offered by the Business Faculty.

## Free Elective:

(6 credit points)

Students are permitted to choose any course that is offered at Mission College except General Education courses.

## Accounting Minor Program

Students enrolled in a 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 (Principles of Accounting I) and ACCT 202 (Principles of Accounting II).

### Required Courses:

(12 credit points)

- ACCT 301 Intermediate Accounting I (3)
- ACCT 302 Intermediate Accounting II (3)
- ACCT 321 Cost and Management Accounting I (3)
- ACCT 401 Advanced Accounting and Reporting I (3)
- Elective (Accounting) (3)

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

### Required Courses

- ACCT 201 Principles of Accounting I (3)
- ACCT 202 Principles of Accounting II (3)
- ACCT 301 Intermediate Accounting I (3)
- ACCT 302 Intermediate Accounting II (3)
- ACCT 321 Cost and Management Accounting I (3)
- ACCT 401 Advanced Accounting and Reporting I (3)
- Elective (Accounting) (3)

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

- ACCT 322 Cost and Management Accounting II (3)
- ACCT 335 Accounting Information Systems (3)
- ACCT 402 Advanced Accounting and Reporting II (3)
- ACCT 455 International Accounting II (3)

## PROJECTED SEQUENCE OF CLASSES

### First year

#### First Semester

ACCT 201	Accounting Principles I	3
BIOL 110	Principles of Biology	3
ENGL 114	English Composition I	3
HMNT 130	The Human Quest I: Quest for Roots	3
PSYC 104	General Psychology	3
NOND 044	Orientation to Higher Education	0
<b>Total</b>		<b>15</b>

#### Second Semester

ACCT 202	Accounting Principles II	3
ENGL 115	English Composition II	3
HMNT 131	The Human Quest II: The Search for Self	3
HIST 214	History of Civilization <i>or</i>	
HMNT 256	Thai Language and Culture	3
MATH 120	Survey of Mathematics/College Algebra	3
<b>Total</b>		<b>15</b>

#### Inter- Semester Session I

RELT 210	History of Religious Traditions	2
HMNT 210	Appreciation of Fine Arts	2
RELB 120	Introduction to Sacred Literature	2
<b>Total</b>		<b>6</b>

### Second year

#### First Semester

ACCT 301	Intermediate Accounting I	3
BUAD 320	Business Law	3
ECON 201	Microeconomics	3
HMNT 230	The Human Quest III: The Individual and Society	3
MGMT200	Principles of Management	3
<b>Total</b>		<b>15</b>

#### Second Semester

ACCT 302	Intermediate Accounting II	3
COM 205	Communication for Business	3
ECON 202	Macroeconomics	3
HMNT 231	The Human Quest IV: Questions of Human Destiny	3
MATH 215	Statistics	3
<b>Total</b>		<b>15</b>

### Inter-Semester Session II

BUAD 250	Computer Business Applications	3
SOCI 204	Marriage & Family Life	2
SPCH 204	Fundamentals of Speech and Communications	2
<b>Total</b>		<b>7</b>

### Third year

#### First Semester

Business Electives	3
ACCT 321 Cost and Management Accounting I	3
FINA 305 Business Finance	3
MGMT360 Operations Management	3
MKTG 300 Principles of Marketing	3
<b>Total</b>	<b>15</b>

#### Second Semester

ACCT 444	Principles of Auditing	3
ACCT 356	Taxation Theory and Practice	3
MGMT335	Human Resource Management	3
Major Electives	3	
Business Elective	3	
<b>Total</b>		<b>15</b>

### Inter-Semester Session III

Major/Free Electives	3
<b>Total</b>	<b>3</b>

### Fourth year

#### First Semester

ACCT 401	Advanced Accounting and Rep 1	3
ACCT 415	Accounting Information Systems	3
BUAD 445	International Business	3
BUAD 425	Business Ethics & Relations	3
Free/Major Elective	3	
<b>Total</b>		<b>15</b>

#### Second Semester

ACCT 494	Computer Accounting Applications	3
ACCT 430	Current Issues in Accounting	3
BUAD 498	Business Policy and Strategy	3
BUAD 499	Business Research Methods	3
Free Electives	3	
<b>Total</b>		<b>15</b>

<b>Grand Total</b>		<b>136</b>
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# Bachelor of Business Administration in Management and Entrepreneurship

*The broad aim of the Management and Entrepreneurship Major in the Bachelor of Business Administration is to prepare students for employment in the small business sector or for management roles in the financial or commercial sector. Graduates frequently find their way into family businesses or find ready employment in the financial administration sections of organisations because of the breadth of the program, its emphasis on values and the thoroughness of the preparation of the student.*

## LECTURING FACULTY

1. Pak T Lee, BA (ed), BBA, MCom, MBA, PhD, FCPA (Dean of Faculty)
2. Henry Foster, MBA, PhD (Program Coordinator)
3. Gail Valentine, MSc
4. Hoang Kimani, BBA, MBA
5. Joseph Manuel, BBA, MA, CPA
6. Mack Tennyson, BS, CPA, PhD
7. Pradeep Tudu, BBA, MCom
8. Wayne Hamra, BA, MBA, DBA

## Adjunct Lecturing Faculty

1. Charles Bracken, MBA, CDP
2. Joanne Wiggins, PhD

## PROGRAMS AND COURSES

1. Bachelor of Business Administration Major in Management and Entrepreneurship
2. Minor in Management and Entrepreneurship

## Degree Structure and Requirements for Graduation

The BBA Entrepreneurship degree requires 136 credit points which is composed of 15 General Education courses, 17 Business Core courses, 12 Major courses, 1 Business Elective and 2 Free Elective. Orientation to Higher Education and Professional Development courses are required but do not count for credit. Further detail is outlined below:

Courses	Credit	Points
General Education		40
Core Studies		51
• <i>Introductory Accounting</i>	6	
• <i>Economics and Finance</i>	9	
• <i>Management</i>	12	
• <i>Marketing</i>	3	
• <i>Quantitative &amp; Qualitative Methods</i>	6	
• <i>International Aspects of Business</i>	6	
• <i>Computers in Business</i>	3	
• <i>Communications</i>	3	
• <i>Business Research</i>	3	
Required Major Courses		27
Elective Major Courses		9
Business Electives		3
Free Electives		6
<b>Total</b>		<b>136</b>

## 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 Destiny (3)

### Language Study:

(8 credit points)

ENGL 114 English Structure and Syntax (3)  
ENGL 115 English Composition (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)

BIOL 110 Principles of Biology (3)  
MATH 110 Introduction to Statistics (3) *or*  
MATH 120 Survey of Mathematics (3)

### Orientation to Higher Education:

(non- credit courses )

CPTR 095 Computer Literacy and Skills (0)  
NOND 044 Orientation to Higher Education (0)  
NOND 094 Research and Library Skills (0)  
OFAD 094 Keyboarding (0)  
PEAC 011 Physical Education I (0)  
PEAC 012 Physical Education II (0)

### Core Courses:

(51 credit points)

### Introductory Accounting:

(6 credit points)

ACCT 201 Principles of Accounting I (3)  
ACCT 202 Principles of Accounting II (3)

### Economics and Finance:

(9 credit points)

ECON 201 Microeconomics (3)  
ECON 202 Macroeconomics (3)  
FINA 303 Business Finance (3)

### Management:

(12 credit points)

BUAD 475 Business Ethics and Relations (3)  
BUAD 498 Business Policy and Strategies (3)  
MGMT200 Principles of Management (3)  
MGMT364 Human Resource Management (3)

### Marketing:

(3 credit points)

MKTG 300 Principles of Marketing (3)

### Quantitative and Qualitative Methods:

(6 credit points)

MATH 215 Statistics (3)  
MGMT360 Operation Management (3)

### International Aspects of Business:

(6 credit points)

BUAD 320 Business Law (3)  
BUAD 445 International Business (3)

### Business Research

(3 credit points)

BUAD 499 Business Research Methods (3)

### Communication

(3 credit points)

BUAD 205 Communication for Business (3)

### Computers in Business:

(3 credit points)

BUAD 250 Computer Business Applications (3)

## Major Concentration Component

(36 credit points)

### Entrepreneurship

(9 credit points)

ENTR 206 Principles of Entrepreneurship (3)

ENTR 325 New Venture Financing (3)

ENTR 330 Small Business Management (3)

### Management

(15 credit points)

MGMT310 Organizational Behavior (3)

MGMT310 Managerial Accounting (3)

MKTG 330 Selling and Sales Management (3)

MGMT415 Project Management (3)

MGMT355 Quality Management Systems (3)

### Business Administration

(3 credit points)

BUAD 353 Management Information Systems (3)

## Major Electives

(9 credit points)

### Entrepreneurship and Management Courses

Any NINE of the following:

MGMT324 Organizational Development (3)

ENTR 365 Growth Strategies for Emerging Enterprises (3)

BUAD 485 Professional Internship (1-3)

ENTR 335 Social Entrepreneurship (3)

BUAD 465 Feasibility Study (3)

MGMT485 Contemporary Management Practices (3)

BUAD 210 Negotiation and Conflict Resolution (3)

MGMT460 Risk Management (3)

MKTG 435 International Marketing (3)

MGMT424 Entrepreneurship Spirit and Innovation (3)

MGMT455 Advanced Quality Management (3)

### Business Electives

(3 credit points)

Choose from any Business related courses.

### Free Electives

(6 credit points)

Students are required to choose 6 credit points of electives from the core or major courses offered by the Business Faculty or courses offered outside the Business Faculty.

## Entrepreneurship and Management Minor Program

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

### Required Courses:

(6 credit points)

ENTR 206 Principles of Entrepreneurship (3)

MGMT320 Organizational Behaviour (3)

### Elective Courses in Entrepreneurship and Management:

(9 credit points)

Choose courses totaling 9 credit points from any courses listed under the major requirements for Entrepreneurship and Management.



## PROJECTED SEQUENCE OF CLASSES

### First year

#### First Semester

MGMT200 Principles of Management	3
BIOL 110 Principles of Biology	3
ENGL 114 English Composition I	3
HMNT 130 The Human Quest I: Quest for Roots	3
PSYC 104 General Psychology <i>or</i>	
SOCI 205 The Family of Man	3
NOND 044 Orientation to Higher Education	0
<b>Total</b>	<b>15</b>

#### Second Semester

ENTR 206 Principles of Entrepreneurship	3
ENGL 115 English Composition II	3
HMNT 131 The Human Quest II: The Search for Self	3
HIST 214 History of Civilization <i>or</i>	
HMNT 256 Thai Language and Culture	3
MATH 120 Survey of Mathematics	3
<b>Total</b>	<b>15</b>

#### Inter- Semester Session I

SPCH 204 Fundamentals of Speech and Communication	2
<b>And any TWO of the following:</b>	
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
<b>Total</b>	<b>6</b>

### Second year

#### First Semester

ACCT 201 Accounting Principles I	3
ECON 201 Microeconomics	3
HMNT 230 The Human Quest III: The Individual and Society	3
MGMT320 Organizational Behavior	3
Free Electives	3
<b>Total</b>	<b>15</b>

#### Second Semester

ACCT 202 Accounting Principles II	3
MATH 215 Statistics	3
BUAD 205 Communication for Business	3
ECON 202 Macroeconomics	3
HMNT 231 The Human Quest IV: Questions of Human Destiny	3
<b>Total</b>	<b>15</b>

#### Inter- Semester Session II

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

### Third year

#### First Semester

BUAD 320 Business Law	3
ENTR 325 New Venturing Financing	3
MGMT310 Managerial Accounting	3
MGMT360 Operation Management	3
MKTG 300 Principles of Marketing	3
<b>Total</b>	<b>15</b>

#### Second Semester

BUAD 305 Business Finance	3
BUAD 353 Management Information Systems	3
MGMT335 Human Resource Management	3
MGMT355 Quality Management Systems	3
MKTG 330 Selling and Sales Management	3
<b>Total</b>	<b>15</b>

#### Inter- Semester Session III

#### Available for Professional Internship

#### Electives.

Free Electives	3
<b>Total</b>	<b>3</b>

### Fourth year

#### First Semester

BUAD 415 Project Management	3
BUAD 425 Business Ethics & Relations	3
BUAD 445 International Business	3
ENTR 330 Small Business Management	3
Major Electives*	3
<b>Total</b>	<b>15</b>

#### Second Semester

BUAD 498 Business Policy and Strategy	3
BUAD 499 Business Research Methods	3
Major Electives*	6
Free Electives	3
<b>Total</b>	<b>15</b>
<b>Grand Total</b>	<b>136</b>

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

# Bachelor of Business Administration in Computer Information Systems

*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 degree 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.*

## LECTURING FACULTY

1. Pak T Lee, BA (ed), BBA, MCom, MBA, PhD (Dean of Faculty)
2. Petros Rigas, BBA, MBA (Program Coordinator)
3. Henry Foster, MBA, PhD
4. Wayne Hamra BA, MBA, DBA
5. Gail Valentine, MSc
6. Joseph Manuel, BBA, MA

## Adjunct Lecturing Faculty

1. Marco Carillo, BA, MA, MS
2. Jesse Role, BA, MA, PhD
3. Jae Kim, BA, MBA, DBA
3. John Haney, PhD
4. Maurice Ashton, BSc, Dip Ed, PhD

## PROGRAMS AND COURSES

1. Bachelor of Business Administration Major in Computer Information Systems
2. Minor in Computer Information Systems

## Degree Structure and Requirements for Graduation

The BBA Computer Information Systems degree requires 136 credit points which is composed of 15 General Education courses, 17 Business Core courses, 13 Major courses and 2 Free Electives. Orientation to Higher Education and Professional Development courses may also be required but do not count for credit. Further details are outlined below:

Courses	Credit Points
General Education	40
Core Studies	51
• Introductory Accounting	6
• Economics and Finance	9
• Management	9
• Business Administration	24
• Marketing	3
Required Major Courses	39
Free Electives	6
Continuing Professional Development	0
<b>Total</b>	<b>136</b>

## SPECIFIC COURSE REQUIREMENTS

### General Education Courses:

(40 credit points)

#### Integrated Courses:

(12 credit points)

HMNT 130 The Human Quest I: The Search 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)

BIOL 110 Principles of Biology (3) or  
BIOL 151 General Biology I (4) or  
PHYS 251 General Physics I (4) or  
CHEM 151 General Chemistry I (4)  
MATH 156 Discrete Mathematics (3)

### Orientation to Higher Education:

(non-credit courses)

NOND 044 Orientation to Higher Education (0)

### Core Courses:

(51 credit points)

#### Introductory Accounting:

(6 credit points)

ACCT 201 Accounting Principles I (3)  
ACCT 202 Accounting Principles II (3)

#### Economics and Finance:

(9 credit points)

ECON 201 Microeconomics (3)  
ECON 202 Macroeconomics (3)  
FINA 303 Business Finance (3)

#### Management:

(9 credit points)

MGMT200 Principles of Management (3)  
MGMT360 Operations Management (3)  
MKTG 335 Human Resource Management (3)

#### Business Administration:

(24 credit points)

BUAD 205 Communications for Business (3)  
MATH 215 Statistics (3)  
BUAD 320 Principles of Business Law (3)  
BUAD 445 International Business (3)  
BUAD 425 Business Ethics and Relations (3)  
BUAD 498 Business Policy and Strategy (3)  
BUAD 499 Business Research Methods (3)  
CIS 104 Introduction to Computer Information Systems (3)

#### Marketing:

(3 credit points)

MKTG 300 Principles of Marketing (3)



## Major Requirements in Computer Information Systems:

(39 credit points)

### Computer Programming:

(6 credit points)

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

### Computer Networking:

(3 credit points)

- CIS 240 Networking and Data Communications (3)

### Information Systems and Database Management:

(18 credit points)

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

### Major Electives in Computer Information Systems:

(12 credit 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 444 Network Design and Administration (3)  
CIS 434 Decision Support Systems (3)  
CIS 490 Emerging Topics in Information Technology (3)  
CIS 436 Project Management (3)  
CIS 491 Independent Study in Information Systems (1-3)  
CIS 495 Professional Internship (3)

### Free Elective:

(6 credit points)

Students are permitted to choose any course that is offered at Mission College.

## Professional Certification:

Professional certification is encouraged but is not a requirement for graduation. Students may consider the following:

Microsoft Computer Systems Engineer  
Microsoft Computer Systems Developer  
Microsoft Computer Professional Examination  
Sun Certified JAVA Developer  
CISCO Computer Network Associate

## Minor Program

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

### Required Courses: (15 credit points)

- CIS 210 Essentials of Computer Programming (3)  
CIS 214 Object Oriented Programming (3)  
CIS 351 Database Design (3)  
CIS 256 Systems Analysis and Design (3)  
CIS 240 Networking and Data Communications (3)  
CIS Elective (3)

Students who have already taken a course that relates to the information technology field in general and computer information systems in particular, should consult the academic advisor of the program for possible equivalency of accredited courses and possible admission to the program.

## PROJECTED SEQUENCE OF CLASSES

### FIRST YEAR

#### First Semester

ACCT 201	Accounting Principles I	3
ENGL 114	English Composition I	3
HMNT 130	The Search for Roots	3
MATH 156	Discrete Mathematics	3
PSYC 104	General Psychology <i>or</i>	
SOCI 205	The Family of Man	3
NOND 044	Orientation to Higher Education	0
<b>Total</b>		<b>15</b>

#### Second Semester

ACCT 202	Accounting Principles II	3
CIS 104	Introduction 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 Search for Self	3
<b>Total</b>		<b>15</b>

#### Intersemester Session

SPCH204	Fundamentals of Speech and Communication	2
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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
<b>Total</b>		<b>6</b>

### SECOND YEAR

#### First Semester

BIOL 110	Principles of Biology <i>or</i>	3
BIOL 151	General Biology I <i>or</i>	4
PHYS 251	General Physics I <i>or</i>	4
CHEM 151	General Chemistry I	4
CIS 210	Essentials of Computer Programming	3
CIS 240	Networking and Data Communications	3
ECON 201	Microeconomics	3
HMNT 230	The Individual and Society	3
<b>Total</b>		<b>15</b>

#### Second Semester

BUAD 205	Communications for Business	3
ECON 202	Macroeconomics	3
CIS 214	Object Oriented Programming	3
CIS 256	Systems Analysis and Design	3
HMNT 231	Questions of Human Destiny	3
<b>Total</b>		<b>15</b>

#### Intersemester Session

SOCI 204	Marriage and Family <i>or</i>	2
SOCI 214	Home and Life Values	2
HMNT 210	Appreciation of Fine Arts <i>or</i>	2
HMNT 234	Literature and Civilization	2
	Free Elective	3
<b>Total</b>		<b>7</b>

### THIRD YEAR

#### First Semester

CIS 351	Database Design	3
BUAD 320	Principles of Business Law	3
MGMT200	Principles of Management	3
MKTG 300	Principles of Marketing	3
	Major Elective	3
<b>Total</b>		<b>15</b>

#### Second Semester

MATH 215	Statistics	3
CIS 352	Database Applications	3
MGMT335	Human Resource Management	3
CIS 335	Management Information Systems	3
	Major Elective	3
<b>Total</b>		<b>15</b>

#### Intersemester Session

CIS 495	Professional Internship <i>or</i>	3
CIS 414	Systems Development Project	3
	Free Elective	3
<b>Total</b>		<b>6</b>

FOURTH YEAR

First Semester

BUAD 425	Business Ethics and Relations	3
BUAD 445	International Business	3
MGMT360	Operations Management	3
	Major Elective	3
	Free Elective	3
Total		15

Second Semester

BUAD 498	Business Policy and Strategy	3
BUAD 499	Business Research Methods	3
CIS 465	Information Resource Management	3
FINA 320	Business Finance	3
	Major Elective	3
Total		15
Grand Total		136





## 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 school. Graduates are also equipped with the skills to pursue research in biological, environmental, or medical science. The degree provides a thorough preparation for students who wish to proceed to further study in biology, 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.*

### LECTURING FACULTY

1. Susan C Scharffenberg, BS, MS, PhD  
(Dean of Faculty and Program Coordinator)
2. Elizabeth Role, BSc, MAT, PhD
3. Gerald Schafer, BS, MS
4. Joy C Kurian, BA, MA, MSW, PhD, DSc
5. Kamolnan Lakrod, BSc, MSc, PhD
6. Pinyaphat Srikrishna, BSc, MSc

### PROGRAMS AND COURSES

1. Bachelor of Science Major in Biology
2. Minor in Biology

### Degree Structure and Requirements for Graduation

For the Bachelor of Science (Biology) degree, 137 credit points are required comprising approximately 45 different courses. Fifteen courses (40 credit points) comprise the General Studies component while 29 courses (91 credit points) focus on specialized studies in

Biology. Of the 29 specialized courses, 13 concern core studies or closely related studies (45 credit points), while 16 courses (46 credits) focus on advanced specialty studies which comprise the concentration. A further 6 credit points of study are taken as free electives. Orientation to Higher Education courses and Professional Development courses which do not count for credit are also required. Further detail is outlined below:

Courses	Credit Points
General Education	40
Core Studies	45
Required Concentration Courses	31
Elective Concentration Courses	15
Free Electives	6
<b>Total</b>	<b>137</b>

## SPECIFIC COURSE REQUIREMENTS

### General Education Courses:

(40 credit points)

#### Integrated Courses:

(12 credit points)

HMNT 130 The Human Quest I: The Search 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 Structure and Syntax (3)  
 ENGL 115 English Composition (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)

ENVR 205 Environmental Conservation (3)  
 HLED 118 Life, Health & Nutrition (3)

#### Orientation to Higher Education:

(non- credit courses )

CPTR 095 Computer Literacy and Skills (0)  
 NOND 044 Orientation to Higher Education (0)  
 NOND 094 Research and Library Skills (0)  
 OFAD 094 Keyboarding (0)  
 PEAC 011 Physical Education I (0)  
 PEAC 012 Physical Education II (0)

### Specialized Courses:

(91 credit points)

#### Core Courses:

(45 credit points)

BIOL 151 General Biology I (4)  
 BIOL 152 General Biology II (4)  
 BIOL 288 Research Techniques (1)  
 BIOL 456 Philosophy of Science (3)  
 CHEM 151 General Chemistry I (4)  
 CHEM 152 General Chemistry II (4)  
 CHEM 311 Organic Chemistry I (4)  
 CHEM 312 Organic Chemistry II (4)  
 CIS 104 Introduction to Computer (3) *or*  
 CIS 210 Essentials of Computer Programming (3)  
 MATH 156 Discrete Mathematics (3) *or*  
 MATH 141 Calculus I (4)  
 MATH 215 Statistics (3)  
 PHYS 251 General Physics I (4)  
 PHYS 252 General Physics II (4)

#### Concentration:

(46 credit points)

#### Required:

(31 credit points)

BIOL 217 Careers in Biology (1)  
 BIOL 325 Genetics (4)  
 BIOL 345 Vertebrate Natural History (3)  
 BIOL 367 General Ecology (3)  
 BIOL 377 Systematic Botany (3)  
 BIOL 421 Cell and Molecular Biology I (3)  
 BIOL 422 Cell and Molecular Biology II (3)  
 BIOL 436 General Microbiology (4)  
 BIOL 477 Economic Botany (3)  
 BIOL 485 Seminar in Biology (1)  
 BIOL 486 Research in Biology I (3)

#### Electives:

(15 credit points)

BIOL 215 Biological Enterprises (1)  
 BIOL 216 Biotechnology (1)  
 BIOL 335 Parasitology (3)  
 BIOL 337 Immunology (3)  
 BIOL 347 Entomology (3)  
 BIOL 348 Ornithology (3)  
 BIOL 346 Mammalogy (3)  
 BIOL 365 Field Ecology (3)  
 BIOL 375 Plant Tissue Culture (3)  
 BIOL 446 Animal Physiology (3)  
 BIOL 475 Flora of Southeast Asia (3)  
 BIOL 476 Plant Physiology (3)  
 BIOL 487 Research in Biology II (3)



**Free Electives: (6 credit points)**

Students are permitted to choose from any courses that are offered at Mission College. Students desiring to take a Minor from another discipline area along with a Biology Major may be permitted to do so after consultation with the Department concerned and their academic advisor. Six credit hours from the Minor may also apply towards the Free Electives requirement.

**Minor Program****Biology**

(15 credit points)

**Required**

(11 credit points)

BIOL 151 General Biology I (4)  
 BIOL 152 General Biology II (4)  
 ENVR 205 Environmental Conservation (3)

**Electives**

(4 credit points)

BIOL Elective (4)

**PROJECTED SEQUENCE OF CLASSES****First year****First Semester**

BIOL 151	General Biology I	4
ENGL 114	English Composition	3
HMNT 130	The Human Quest I: The Quest for Roots	3
MATH 156	Discrete Mathematics	3
PSYC 104	General Psychology <i>or</i>	
SOCI 205	The Family of Man	3
<b>Total</b>		<b>16</b>

**Second Semester**

BIOL 152	General Biology II	4
CIS 104	Introduction to Computer Information Systems	3
ENGL 115	English Composition II	3
HMNT 131	The Human Quest II: The Search for Self	3
HMNT 256	Thai Language and Culture <i>or</i>	3
HIST 214	History of Civilization	
<b>Total</b>		<b>16</b>

**Inter-Semester Session**

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

**Second year****First Semester**

BIOL 217	Careers in Biology	1
BIOL 377	Systematic Biology	3
CHEM 151	General Chemistry I	4
ENVR 205	Environmental Conservation	3
HMNT 210	Appreciation of Fine Arts <i>or</i>	
HMNT 234	Literature and Civilization	2
HMNT 230	The Human Quest III: The Individual and Society	3
<b>Total</b>		<b>16</b>

**Second Semester**

BIOL 288	Research Techniques	1
BIOL 367	General Ecology	3
CHEM 152	General Chemistry II	4
HMNT 231	The Human Quest IV: Questions of Human Destiny	3
MATH 215	Statistics	3
SOCI 204	Marriage and Family <i>or</i>	
SOCI 214	Home and Life Values	2
<b>Total</b>		<b>16</b>

**Inter-Semester Session**

HLED 118 Life, Health &amp; Nutrition

3

**Total****3****Third year****First Semester**

BIOL 477 Economic Botany

3

CHEM 311 Organic Chemistry I

4

PHYS 251 General Physics I

4

BIOL Elective

3

**Total****14****Second Semester**

BIOL 325 Genetics

4

BIOL 345 Vertebrate Natural History

3

CHEM 312 Organic Chemistry II

4

PHYS 252 General Physics II

4

**Total****15****Inter-Semester (Special Field School)**

BIOL Elective

3

BIOL Elective

3

**Total****6****Fourth year****First Semester**

BIOL 421 Cell and Molecular Biology I

3

BIOL 456 Philosophy of Science

3

BIOL 486 Research in Biology I

3

BIOL Elective

3

Free Elective

3

**Total****15****Second Semester**

BIOL 422 Cell and Molecular Biology II

3

BIOL 436 General Microbiology

4

BIOL 485 Seminar in Biology

1

BIOL Elective

3

Free Elective

3

**Total****14****Grand Total****137**

## *Other International Study Options Offered by Mission College*

### **MISSION COLLEGE–AVONDALE: STUDY PROGRAMS FOR ARTS AND SCIENCE STUDENTS**

Avondale College, New South Wales, Australia and Mission College have entered into an historic agreement that will allow desirous and qualified Bachelor degree 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 program are as follows:

#### **Bachelor of Arts:**

Communication  
Geography  
History  
International Development Studies  
Music  
Visual Arts

#### **Bachelor of Science:**

Chemistry  
Physics

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 undertake the first part of their degree studies 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 internation-

al 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 Mission College program.

#### **Avondale Degree Requirements**

1. GPA of 2.5. Each Mission College 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 following courses are studied at Mission College (regular first 2 years of Mission College degree programs).

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 Structure and Syntax	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	
<b>Total</b>		<b>14</b>

## Second Semester

HMNT 130	The Human Quest I: Quest for Roots	3
ENGL 115	English Composition	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
<b>Total</b>		<b>14</b>

## 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
<b>Total</b>		<b>6</b>

## Second year

### First Semester

ENGL 130	Introduction to Literature	3
ENGL 150	College Grammar	3
ENGL 221	Fundamental Reading	3
ENGL 230	Introduction to Linguistics	3
HMNT 230	The Human Quest III: The Individual and Society	3
<b>Total</b>		<b>15</b>

### 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
<b>Total</b>		<b>15</b>

## Music Major Option

Students wishing to transfer their credit to the Bachelor of Arts Music Major at Avondale will need to complete the first two years of study at Mission College. The program would be completed with five semesters at Avondale College. 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 perfor-

mance 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 Mission College to commence their study program at Avondale in the August Semester.



## Mission College–Avondale College–Charles Sturt University:

### Double Degree Program in Medical Laboratory Science

Students wishing to specialize in the field of Medical Laboratory Science may complete the first two years of their course work at Mission College and transfer their credits with advanced standing to the Bachelor of Science Program at Avondale which, with the addition of one further year of study at Charles Sturt University, they can complete a double degree program.

Students graduate from Avondale College with a BSc degree after semester 8 and are eligible to enroll in the third year of the Bachelor of Medical Science (B Med Sc) at Charles Sturt University and gain accreditation as a Medical Laboratory Scientist (Pathology).

### Studying in Australia

Tuition fees for Bachelor Degree Programs at Avondale are AUD 12,870 per year (2003).

Accommodation and meal expenses are approximately AUD 4,702 per year.

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.)

### MISSION COLLEGE PARTNERSHIPS WITH SOUTHERN ADVENTIST UNIVERSITY, WALLA WALLA COLLEGE AND LA SIERRA UNIVERSITY

Mission College has entered into academic exchange agreements with the three institutions listed above which allow qualified students to transfer their credit at Mission Col-

lege 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 may need to choose carefully the selection of courses taken at Mission College 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 Mission College saves international students money because they are able to study much more economically at Mission College while they accumulate needed credits for transfer.









# Course Descriptions

## **ACCT 201** **Principles of Accounting I (3)**

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. 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. Pre-requisite: none.

## **ACCT 202** **Principles of Accounting II (3)**

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. Pre-requisite: ACCT 201.

## **ACCT 301** **Intermediate Accounting I (3)**

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. Pre-requisite: ACCT202

## **ACCT 302** **Intermediate Accounting II (3)**

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 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; account-

ing for specific industries (mining, construction, real estates).  
Prerequisite ACCT301

## **ACCT 321** **Cost & Management Accounting I (3)**

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. Pre-requisite: ACCT 202.

## **ACCT 322** **Cost & Management Accounting II (3)**

This course is a continuation of ACCT 312 with emphasis on budgeting and control, performance evaluation, pricing decision-making framework, international implications in a changing environment, and cost management. Pre-requisite ACCT 321

## **ACCT356** **Taxation Theory and Practice (3)**

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. ACCT302

## **ACCT 401** **Advanced Accounting and Reporting I (3)**

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. Pre-requisite: ACCT 302.

## **ACCT 402** **Advanced Accounting and Reporting II (3)**

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. Pre-requisite: ACCT302

**ACCT 414**  
**Financial Analysis and Reporting (3)**

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. Pre-requisite ACCT302

**ACCT415**  
**Accounting Information Systems (3)**

Introduction to accounting information systems with emphasis on the role of accounting, using both conceptual review and case material pertaining to decision making by accountants, auditors and consultants. Prerequisite ACCT202.

**ACCT 423**  
**Accounting for Special Organizations ( 3)**

This course is designed to examine in depth accounting for not-for-profit organizations including public sector accounting.

**ACCT430**  
**Current Issues in Accounting (3)**

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; ACCT302

**ACCT 444**  
**Principles of Auditing (3)**

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, assessing risks, auditing procedures and audit opinions. Prerequisite ACCT302

**ACCT 455**  
**International Accounting (3)**

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, inter-

national taxation and multinational transfer pricing, including comparison studies of selected countries. Pre-requisite: ACCT 302.

**ACCT 490**  
**Independent Study (3)**

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.

**ACCT494**  
**Computer Accounting Applications (3)**

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)**

Supervised work experience of 160 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: degree candidacy or permission from Department Chair/Program Coordinator.*

**BIOL 110**  
**Principles 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.

**BIOL 151**  
**General Biology I (4)**

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)**

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 215****Careers in Biology (1)**

Introduction to various career opportunities in biology in Thailand and around the world. Professionals will give presentations regarding their career specialties and students will complete a project focusing on a specific career.

*Prerequisite:* BIOL 152

**BIOL 216****Biotechnology (1)**

Introduction to various ways in which the knowledge acquired in biology is used in industry, health care and other areas of technology. Specialists from industries will be invited to present the applications of various technologies in their specific fields. Field trips to local sites may also be included.

*Prerequisite:* BIOL 152

**BIOL 217****Biological Enterprises (1)**

Introduction to the various types of biological products and services that can be launched by aspiring entrepreneurs. Guests from biological industries will be invited to present various opportunities that are available in their specific fields. Both local and regional examples will be discussed. Field trips may also be included.

*Prerequisite:* BIOL 152

**BIOL 288****Research Techniques (1)**

Introduction to the principles of scientific research and the scientific method. Will include methods of literature research and scientific writing.

*Prerequisite:* BIOL 152

**BIOL 325****Genetics (4)**

Study of the principles of inheritance in microorganisms, plants, and animals. 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. One laboratory per week.

*Prerequisites:* BIOL 152, CHEM 152, MATH 215

**BIOL 335****Parasitology (3)**

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

**BIOL 337****Immunology (3)**

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 disease and transplantation immunology.

*Prerequisite:* BIOL 325

**BIOL 345****Vertebrate Natural History (3)**

Study of vertebrates with emphasis on natural history, ecology, physiology, behavior, and classification and identification of local Southeast Asian species. Field trips are required. One laboratory per week.

*Prerequisite:* BIOL 152

**BIOL 346****Mammalogy (3)**

Study of mammals of the world, with emphasis on taxonomy, distribution, behavior and ecology of local Southeast Asian species. Field trips are required. One laboratory per week.

*Prerequisite:* BIOL 152

**BIOL 347****Entomology (3)**

Systematic study of insects of the world considering anatomy, physiology, behavior and relation to humans with emphasis on local Southeast Asian species. Field trips are required. One laboratory per week.

*Prerequisite:* BIOL 152

**BIOL 348****Ornithology (3)**

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. Field trips are required. One laboratory per week.

*Prerequisite:* BIOL 152

**BIOL 365****Field Ecology (3)**

Field investigations of selected organisms to determine their role in the environment. A research project that includes data collection and a written paper is required. Offered during Intersession and includes a required extended field trip. Additional fee required.

*Prerequisite:* BIOL 152

**BIOL 367****General Ecology (3)**

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 field trip or laboratory per week.

*Prerequisite:* BIOL 152

**BIOL 375****Plant Tissue Culture (3)**

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)**

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 field trip or laboratory per week.

*Prerequisite:* BIOL 152

**BIOL 421****Cell and Molecular Biology I (3)**

Study of cell structure and function. Topics will include membranes, energy and information flow, cell movement, and organelles.

*Prerequisites:* BIOL 325, CHEM 312

**BIOL 422****Cell and Molecular Biology II (3)**

Study of cell structure and function. Topics will include the nucleus and modern molecular techniques. The laboratory will include techniques such as purification and analysis of protein, RNA, and DNA, hybridization methods, and PCR. One laboratory per week.

*Prerequisite:* BIOL 421

**BIOL 436****General Microbiology (3)**

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 152

**BIOL 446****Animal Physiology (3)**

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

**BIOL456****Philosophy of Science (3)**

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, mor-

phology, 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 475****Flora of Southeast Asia (3)**

Field study of the flowering plants of Southeast Asia, with special emphasis on Thailand. Offered during Intersession and includes a required extended field trip. Additional fee required.

*Prerequisite:* BIOL 152

**BIOL 476****Plant Physiology (3)**

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 477****Economic Botany (3)**

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 485****Seminar in Biology (1)**

Presentation and discussion of current topics in biology. Will include reading of current biological literature and both oral and written presentations.

*Prerequisites:* BIOL 288, MATH 215, senior standing

**BIOL 486****Research in Biology I (3)**

Individual research project designed under the supervision of a Biology Department research adviser. May include literature search, preliminary experiments, data collection, and data analysis.

*Prerequisite:* BIOL 288

**BIOL 487****Research in Biology II (3)**

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

**BUAD 205****Office Administration (3)**

This course is designed to present a practical approach to the development of professional skills and competencies in the application of clerical and administrative procedures required for effective and efficient work in an office environment. The course

covers the work environment and the role of the office, reception and customer service, office communication, information handling, office technology, and the organizational aspects of the office. The course involves both lectures and extensive practical laboratory and workshop experience.

### **BUAD 210** **Negotiation & Conflict Resolution (3)**

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.

### **BUAD 250** **Computer Business Applications (3)**

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)**

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 353** **Management Information Systems (3)**

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 Computer Business Application or permission of instructor*

### **BUAD 380** **Law and Business Organizations (3)**

This subject is designed to acquaint students with the major business organizational forms recognized by law. The subject is primarily concerned with company law and examines in detail the nature and consequences of incorporation. It also examines the major elements of the law of partnership. *Prerequisite: BUAD353.*

### **BUAD 425** **Business Ethics and Relations (3)**

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: MGMT310.*

### **BUAD 445** **International Business (3)**

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 310.*

### **BUAD 465** **Feasibility Study (3)**

This course is designed to provide an overview of the primary issues related to a business idea. The purpose is to identify 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: FINA 305 Business Finance*

### **BUAD 485** **Professional Internship in Business Administration (1-3)**

Supervised work experience 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 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 or permission of the program coordinator.*

### **BUAD 498** **Business Policies & Strategy (3)**

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 (Senior Project) (3)**

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: MATH215 Statistics.*

**CHEM 151****General Chemistry I (4)**

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)**

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)**

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)**

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

**CIS 104****Introduction to Computer Information Systems (3)**

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)**

This is an introductory course in computing which explores the fundamental concepts of computer programming emphasizing general programming concepts variables, constants, functions, procedures with a major focus on object-oriented methodologies. The course focuses on an object-oriented programming language, with special attention given to problem solving techniques, program design, style, verification, and algorithm development. Laboratory work is required.

*Prerequisite:* CIS 104 or equivalent

**CIS 214****Object Oriented Programming (3)**

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)**

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 351****Database Design (3)**

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)**

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 256****Systems Analysis and Design (3)**

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 465****Information Resource Management (3)**

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 312****Advanced Programming (3)**

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)**

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)**

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)**

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)**

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 or permission from program coordinator

**CIS 420****Electronic Commerce (3)**

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 the high-performance, scalable, and secure e-commerce systems.

*Prerequisite:* CIS 351 or permission from Program Coordinator

**CIS 444****Network Design and Administration (3)**

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 425****Information Systems Security (3)**

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)**

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)**

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 414****Systems Development Project (3)**

Application of concepts, Techniques, and tools used in analysis, design and implementation of computer-based information systems in an applied setting.

*Prerequisite: Senior Standing or permission from the program coordinator*

**CIS 490****Emerging Topics in Information Technology (3)**

Emphasizes contemporary topics of information systems, information technology, information design and management.

*Prerequisite: Senior Standing*

**CIS 495****Professional Internship (3)**

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*

**CIS 491****Independent Study in Information Systems (3)**

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*

**COM205****Communication For Business (3)**

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.

**CPT9 095****Computer Literacy and Skills (0)**

An introduction to the world of personal computing using IBM PC compatible computers. Topics include hardware and software basics, word processing, Database systems, electronic spreadsheets and Internet skills.

**ECON201****Microeconomics (3)**

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.

**ECON202****acroeconomics (3)**

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)**

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****Intro to Educational Professions Work Field Experience (3)**

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 Foundations of Education (2)**

Overview of the various schools of thought pertinent to the field of education. And analysis of various educational models in relation to the individual, the church, as well as, societal values. Includes a study of basic Christian educational principles and introduction to the theory and practice of the educational system of the Seventh-day Adventist Church.

**EDUC 275****Introduction to Teaching Methods (2)**

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)**

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 330**

#### **Foundations of Education in Southeast Asia (2)**

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)**

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 355**

#### **Children's Literature (2)**

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)**

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)**

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)**

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 390**

#### **Educational Measurement and Evaluation (3)**

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.

*Prerequisites:* EDUC 220, 340.

### **EDUC 425**

#### **Fundamentals of Guidance and Counseling (3)**

Introduction to the major theories and practices in counseling. The philosophy, functions and organization of counseling in schools and community agencies.

*Prerequisite:* EDUC 220.

### **EDUC 430**

#### **Legal and Ethical Aspects of Education (2)**

Analysis of ethical and legal issues related to teachers, educational administrators, and school counselors. Quality education, teacher student relationships, student control, disciplinary problems, governmental requirements, teacher employment, school and local culture, school board operation and requirements.

*Prerequisite:* Senior Standing.

### **EDUC 440**

#### **Teaching in a Multicultural Setting (2)**

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:* EDUC 375.

### **EDUC 444**

#### **Methods of Teaching Language and Reading (2)**

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:* EDUC 375.

### **EDUC 445**

#### **Methods of Teaching Mathematics and Science (2)**

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:* EDUC 375.

### **EDUC 446**

#### **Methods of Teaching Social Sciences (2)**

Examination of current materials and methodology used in teaching social studies in the elementary school.

*Pre- or co-requisite:* EDUC 375.

**EDUC 447****Methods of Teaching Bible and Religion (2)**

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: EDUC 375.*

**EDUC 448****Methods of Teaching Creative Arts (2)**

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: EDUC 375.*

**EDUC 449****Methods of Teaching Physical Education (2)**

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- or co-requisite: EDUC 375.*

**EDUC 456****Organization and Administration of Schools (2)**

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)**

In-depth study of selected significant topics or issues in education.

*Prerequisite: Senior Standing.*

**EDUC 497****Student Teaching/Internship (6)**

Supervised application of teaching theology in the classroom.

*Prerequisite: Senior Standing.*

**EDUC 498****Seminar: Microteaching/Workshop (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. Presentations and discussion of topics related to mannerisms, 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)**

This course is an introduction to fundamentals of college 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 structure and syntax.

**ENGL 115****English Composition II (3)**

This course is intended to give students further experience in the writing of expository, persuasive and argumentative essays, as well as an introduction to Research Writing.

*Prerequisite: ENGL 114*

**ENGL 130****Introduction to Literature (3)**

An introduction to basic literary terms and the art of reading and studying literature with an emphasis on the methods of analyzing poetry, short stories.

*(This course is a prerequisite to all literature courses).*

**ENGL 150****College Grammar (3)**

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****Fundamental Reading (3)**

An introduction to reading skills including reading simple sentence structures, skimming, scanning, predicting possible outcomes, locating of the main ideas, using dictionary, and understanding labels and advertisements, etc.

**ENGL 222****Advanced Reading (3)**

A study of advanced reading skills including the practicing of reading passages of complex sentence structure, and various types of paragraphs; the study of cause and effect, and comparison.

*Prerequisite: ENGL 221.*

**ENGL 230****Introduction to Linguistics (3)**

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)**

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. (Language laboratory work is required).

*Prerequisite: ENGL 230.*

**ENGL 243****American Literature to 1865 (3)**

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 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 130.*

**ENGL 244****American Literature after 1865 (3)**

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 130.*

**ENGL253****Advanced Composition (3)**

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.*

**ENGL259****Research Writing (3)**

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.*

**ENGL260****Survey of English Literature to 1800 (3)**

A survey of the major authors and literary movements of English Literature from its origins to the end of the 18<sup>th</sup> century, including the major periods of Medieval, Renaissance, Restoration, and Neoclassical literature.

*Prerequisite: ENGL 130.*

**ENGL270****Survey of English Literature after 1800 (3)**

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 130.*

**ENGL 280****Literary Analysis and Criticism (3)**

An in-depth analysis and evaluation of literary works using various critical approaches and perspectives. The course requires the writing of critical papers.

*Prerequisite: ENGL 130.*

**ENGL 301****News Writing (3)**

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****Journalism (3)**

A continuation of ENGL 301 News Writing with emphasis on the writing of editorials, features, opinions, book reviews, and columns.

*Prerequisite: ENGL 301.*

**ENGL 313****English Usage (3)**

A specialized study of difficult parts of speech, confused sets of words, multiple uses of words, figurative language, and the differences between English spoken in various parts of the world.

*Prerequisite: ENGL 150.*

**ENGL 315****Creative Writing (3)**

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.*

**ENGL 335****Semantics (3)**

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 353****Sacred Literature (3)**

A study of the literary masterpieces of world religions in English translation. The course applies techniques of oral interpretation and literary analysis.

*Prerequisite: ENGL 280 or permission of instructor.*

**ENGL 354****Asian Literature (3)**

A study of selected literary masterpieces from Asia, in translation or written in English, from classical times to the present.

*Prerequisite: ENGL 130 or by permission.*

**ENGL 355****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.

**ENGL 395****Theories of Language Acquisition and Learning (3)**

A study of the theories regarding child and adult first and second language acquisition and learning with 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 414****English for Tourism (3)**

A study of the English for Tourism with emphasis on the specialized vocabulary and techniques needed for working in this field.

**ENGL 415****English for Business (2)**

A study of skills used in business writing and conversation; the principles and practice of business writing, and conversation of various occasions.

**ENGL418****Critical Reading (3)**

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 222 or by permission.*

**ENGL421****Methods of Teaching English As a Second Language (3)**

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.

**ENGL 425****Nineteenth and Twentieth Century American Literature (3)**

A study of the major writers and genres of nineteenth and twentieth century American literature. Special emphasis will be given to Hawthorne, Thoreau, Hemingway, Poe and Tennessee Williams.

*Prerequisite: ENGL 280*

**ENGL 434****History of the English Language (3)**

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)**

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)**

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)**

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 450****Major Authors (3)**

The advanced study of a major author or group of authors. Specific authors may vary from semester to semester.

*Prerequisite: ENGL 130 or by permission.*

**ENGL 454****Medieval and Renaissance Literature (3)**

A study of selections from religious and secular literature of the English Medieval and Renaissance period including the works of Chaucer, Spencer and Shakespeare.

*Prerequisite: ENGL 130.*

**ENGL 455****Neo-classical and Romantic Literature (3)**

A study of the selected works of authors such as Dryden, Pope, Swift, Wordsworth, Shelley, and Keats.

*Prerequisite: ENGL 130.*

**ENGL 456****Victorian and Modern Literature (3)**

A study of the selected works of authors such as Tennyson, Browning, Arnold, Eliot, Conrad, and Lawrence.

*Prerequisite: ENGL 130.*

**ENGL 496****Seminar in English Language (2)**

A course based upon the discussion on significant topics in language development. Active participation with studying research methods, giving oral reports, and presentation of scholarly papers is expected of each student. (Seniors only).

**ENGL 499****Directed Project in English Language (2)**

The content of this course will be adjusted to meet the particular needs of the student. The student will be assigned projects in various types of literary scholarship including research, reports, discussion papers, development of a topic, bibliography, and writing of a research paper on an assigned topic. (Seniors only).

**ENTR 206****Principles of Entrepreneurship (3)**

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)**

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 Principles of Entrepreneurship*

**ENTR 330****Small Business Management (3)**

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: ENTR 206 Principles of Entrepreneurship; ACCT 202 Principles of Accounting II*

**ENTR 335****Social Entrepreneurship (3)**

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.

**ENTR 365****Growth Strategies For the Emerging Enterprise (3)**

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 Principles of Entrepreneurship*

**ENTR 381****Micro-Business Practicum I (1)**

First of a two-course sequence. Working in teams, students investigate the opportunities for new ventures and develop a business plan. The student team must submit an acceptable business plan to a panel composed of faculty members and business persons in order to obtain funding.

*Prerequisite: ENTR 206 Principles of Entrepreneurship; ACCT 202 Accounting Principles II (may be concurrent)*

**ENTR 382****Micro-Business Practicum II (2)**

Working in teams, students use their business plan, and initial funding from Micro-Business Practicum I, to launch their business. In the second semester, they manage their firm's sales, marketing, and financial efforts, then implement an exit strategy. *Prerequisite: ENTR 381 Micro-Business Practicum I*

**ENVR 205****Environmental Conservation (3)**

An introduction to the very complex interlocking environmental problems facing modern society. Beginning with basic ecological principles, the course examines population dynamics, energy utilization, resource management, the various forms of pollution, and conservation methods to preserve our natural resources, natural areas and native species. There will be field trips to evaluate how efficiently our natural resources are monitored, utilized and managed. Two lectures and one field trip or three-hour laboratory period week in a full semester program, but usually offered in an integrated summer module.

**FINA 320****Business Finance (3)**

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: ACCT202, ECON201 (registration for ECON201 may be concurrent)*

### **FINA 330** **Investments (3)**

Examines the organization and function of securities markets, valuation of securities, relationship of risk to required rates of return, and portfolio construction. Topics include why people and companies invest, how investment decisions are made, investment opportunities and methods for evaluation of investment alternatives. *Prerequisite: FINA 305 Business Finance*

### **FINA 405** **Advanced Business Finance (3)**

A study and discussion of selected topics in finance through readings and case studies. Topics include working capital management, capital budgeting, financing decisions, dividend policy, cost of capital, and capital structure decisions. *Prerequisite: FINA 320 Business Finance.*

### **HIST214** **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.

### **HIST 305** **History and Archaeology of the Middle East (3)**

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** **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 160** **Concepts of Health (3)**

A study of human physiology and the principles governing personal and community health and the methods of applying these principles to successful daily living. The course includes participation in sports / exercise.

### **HMNT130** **The Human Quest I: Quest for Roots (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.

### **HMNT131** **The Human Quest II: The Search for Self (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.

### **HMNT210** **Appreciation of the Fine Arts (2)**

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: The Individual and Society (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.

### **HMNT231** **The Human Quest IV: Questions of Human Destiny (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.

### **HMNT234** **Literature and Civilization (2)**

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)**

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.

### **MATH120** **Survey of Mathematics (3)**

An application of basic mathematic skills designed specially to meet the general education requirements of the curriculum. 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. Application of the materials presented in class is primarily on areas such as budgeting, insurance, banking, borrowing and investing.

### **MATH 141** **Calculus I (4)**

A study of the limits and continuity, derivatives, applications of the derivative, definite and indefinite integrals, mean value theorem, fundamental theorem of calculus, calculus of transcendental functions, techniques of integration, applications of integration in indeterminate forms, improper integrals, sequences and infinite series.

### **MATH 142** **Calculus II (4)**

The study of parametric equations, polar coordinates, vectors algebra, differential and integral calculus of multi-variable functions.

*Prerequisite:* MATH 141

### **MATH 156** **Discrete Mathematics (3)**

Selected topics in discrete mathematics, such as logic, combinatorics, set theory, relations, functions, algebraic structures and graph theory.

### **MATH 215** **Statistics (3)**

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.

*Prerequisite:* Math110.

### **MATH 265** **Set Theory and Logic (2)**

An introduction to logic and sets. Mathematical proofs will be emphasized.

*Prerequisite:* MATH 141

### **MATH 266** **Differential Equations (4)**

A study of first order differential equations, linear second order differential equations, operational methods for linear differential equations with constant coefficients, Laplace transform, simultaneous differential equations, non-linear equations, series solutions near an ordinary point, introduction to partial differential equations and Fourier series.

*Prerequisite:* MATH 141.

### **MATH 267** **Number Theory (3)**

A study of properties of integers, divisibility, unique factorization, congruence and residues, Diophantine equations, numbers theoretic functions, primitive roots, and quadratic reciprocity.

### **MATH 305** **Geometry (3)**

Study of geometry, concentrating on Euclidean, non-Euclidean, and projective geometry; examination of axiomatic foundations and qualitative study of geometry; briefly considers the Mohr-Mascheroni constructions and impossible constructions.

### **MATH 315** **Probability and Statistics (3)**

Study of probability, discrete and continuous probability density functions, moments, sampling distribution, point estimation, confidence intervals, and hypothesis testing.

*Prerequisite:* MATH 215

### **MATH 316** **Advanced Statistics (3)**

A study of multiple linear regression, analysis of variance, contingency tables, goodness-of-fit, non-parametric statistics, correlation and discriminate analysis, and Bayesian decision-making.

*Prerequisite:* MATH 315

### **MATH 325** **Linear Algebra (4)**

A study of matrices, determinants, solutions, linear equations, vector spaces, subspaces, basis and dimension, orthogonal basis, linear transformations, range and kernel, rank and nullity, Isomorphism, Isometric, eigenvalues and eigenvectors.

### **MATH 331** **Abstract Algebra I (3)**

A study of binary operations, groups, subgroups, quotient group of homomorphism, group actions, direct and semi direct products and Abelian groups, further topics in group theory, rings, Euclidean domains, principal Ideal domains, unique factorization domains, and polynomial rings.

*Prerequisite:* MATH 325

### **MATH 332** **Abstract Algebra II (3)**

A study of module theory, fields, Galois theory, vector spaces; an introduction to commutative rings, algebraic geometry, and homological algebra; and introduction to the representation theory of finite groups.

*Prerequisite:* MATH 331

### **MATH 341** **Advanced Calculus I (3)**

Study of functions of one and several variables including continuity, differentiation, integration, infinite series and uniform convergence.

*Prerequisite:* MATH 142

**MATH 342****Advanced Calculus II (3)**

Vectors calculus, lines and surfaces, vector-valued functions, vector fields, Green's theorem, Divergence theorem and Stokes's theorem.

*Prerequisite: MATH 142*

**MATH 365****Complex Variables (3)**

An introduction to the theory of analytic functions of complex variables, including mappings by elementary functions, complex integration, the Cauchy-Goursat theorem, Cauchy's integral formula, power series, Laurent series, the theory of residues, and conformal mapping.

*Prerequisite: MATH 142*

**MATH 367****Real Analysis (3)**

The topology of real lines, metric spaces, uniform convergence and continuity, the derivative, the Riemann integral, and outer measure.

*Prerequisites: MATH 265, 325*

**MATH 375****Introduction to Combinatorial Mathematics (3)**

A study of permutations and combinations, Stirling's formula, generating functions, partition of integers, recurrence relations, principles of inclusion and exclusion, rearrangements, Polya's theory of counting, equivalence classes, and generalization of Polya's theorem.

**MATH 465****Numerical Analysis (3)**

Theory and techniques for finding approximate solutions to mathematical problems, including error analysis, interpolation, approximation, fixed-point iteration, nonlinear, ordinary differential equations, computer errors.

*Prerequisites: MATH 142, 325*

**MATH 466****Advanced Numerical Analysis (3)**

A study of curve fitting, approximation of functions, Monte Carlo methods, boundary-values problems, and partial differential equations.

*Prerequisite: MATH 465*

**MATH 467****Partial Differential Equations (3)**

A study of diffusion, potential, wave operators, existence, uniqueness, stability, regularity, boundary conditions, solution methods and mathematical tools.

*Prerequisite: MATH 266*

**MATH 468****Topology (3)**

A study of point sets, cardinality, order, topology of line and plane, topological spaces, functions and homomorphism, continuity and convergence in topological spaces, metric spaces, compactness, connectedness, and separability.

*Prerequisites: MATH 265, 325, 331*

**MATH 486****Seminar in Mathematics (1)**

Topics of current mathematical interest will be discussed and presented by students, faculty and guest lecturers. A scholarly paper will also be required.

*Open to Junior/Senior mathematics majors only*

**MATH 487****Operations Research (3)**

Introduction to deterministical and probabilistic methods; linear programming, network analysis, dynamic programming, and game theory.

*Prerequisite: MATH 325*

**MGMT200****Principles of Management (3)**

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)**

Management accounting focuses on the internal reporting of relevant financial and non-financial information that helps managers 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 Principles of Accounting II*

**MGMT 320****Organizational Behavior (3)**

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 Principles of Management*

**MGMT 325****Organization Development (3)**

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. *Prerequisites: MGMT 206 Principles of Management*

### **MGMT335**

#### **Human Resource Management (3)**

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.

### **MGMT 353**

#### **Management Information Systems (3)**

The course includes: organizational foundations of information systems; technical foundations of information systems; building information systems; managing information systems resources and internet skills.

### **MGMT 355**

#### **Quality Management Systems (3)**

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.

### **MGMT 360**

#### **Operations Management (3)**

The application of management principles and mathematical techniques to production problems and decisions faced in both manufacturing and service organizations.

### **MGMT 363**

#### **Strategic Business Planning (3)**

A study of the formulation of organizational objectives and corporate policies and strategies from the planning stage through to implementation. Control and evaluation processes in implementing strategies and achieving objectives are analyzed. Other important aspects of this course include investigation of short- and long-term planning strategies, planning for profit, and decision-making procedures. *Prerequisite: Junior standing*

### **MGMT 415**

#### **Project Management (3)**

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

### **MGMT 424**

#### **The Entrepreneurial Spirit and Innovation (3)**

An analysis of the demands of the entrepreneurial life-creativity, leadership, objectivity, risk-tolerance, patience, commitment, and other factors. An examination of personal, social, and business risks and costs in the entrepreneurial journey. A study of opportunity recognition and entry strategies with emphasis on innovation case study and in-depth study on feasibility and business analysis techniques. Development of a personal business proposal.

### **MGMT 455**

#### **Advanced Quality Management (3)**

An in-depth analysis of quality management. Emphasis is given to Six Sigma as a management strategy that maximizes customer satisfaction and minimizes the defects that create customer dissatisfaction through a five-step improvement process. Students will get experience in constructing and using the basic analytic and measurement tools of six sigma which includes flow diagrams, Pareto charts, and cause-effect diagrams.

*Prerequisite: MGMT 355 Quality Management System*

### **MGMT 460**

#### **Risk Management (3)**

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.

### **MGMT 470**

#### **Contemporary Issues in Business (3)**

An in-depth examination of issues which are timely and relevant to business. Topics vary according to student needs and the current business environment.

*Prerequisite: Junior standing or permission of instructor*

### **MGMT 485**

#### **Contemporary Management Practices (3)**

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 Human Resources Management*

### **MGMT 496**

#### **Seminar in Entrepreneurship (3)**

The student is required to participate in a group project which will require the use of the management techniques learned throughout the management program.

*Prerequisite: Degree candidacy.*

**MKTG 300****Principles of Marketing (3)**

An introduction to marketing theory and practice and an examination of the major elements involved in the marketing process. Emphasis is placed on analysing marketing from the viewpoint of the decision-maker. Topics include the marketing concept, the marketing environment, consumer behaviour, marketing strategies, promotion decisions, analysing marketing opportunities, distribution and pricing decisions, and the construction and management of marketing mix.

**MKTG 330****Selling & Sales Management (3)**

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 of e-commerce to attract consumer interest in online products and services. *Prerequisite: MKTG 200 Principles of Marketing*

**MKTG 435****International Marketing (3)**

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: MKTG 200 Principles of Marketing*

**MKTG 435****International Marketing (3)**

A study of marketing in foreign states. Includes market research, project planning and development, pricing, promotion, distribution and organization.

*Prerequisite: MKTG 380.*

**NOND 044****Orientation to Higher Education (0)**

A basic orientation for new students to help them succeed academically and to enjoy fully 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.

**NOND 094****Research and Library Skills (0)**

A course designed to equip students with the needed skills to independently work on simple research projects and familiarize them with the use of the library and its resources.

**OFAD 094****Keyboarding (0)**

An introduction to touch keyboarding with emphasis on basic techniques, speed and accuracy. Basic word processing skills are introduced in the production of business or personal letters, memos and letters.

**PEAC 011****Physical Education I (0)**

A variety of activities taught for students' recreational and physiological value. This is a non-credit course evaluated on an S/U basis. Satisfactory completion of the requirements is necessary for graduation.

**PEAC 012****Physical Education II (0)**

A continuation of PEAC 011, with the same stipulations and system of evaluation.

**PHYS 251****General Physics I (3)**

Study of kinetics and dynamics of particles and rigid bodies, properties of matter, momentum, and energy. Recommended preparation for General Physics I, includes high school courses in algebra, geometry, trigonometry and physics.

**PHYS 252****General Physics II (3)**

A study of electric and magnetic forces and fields, DC and AC properties of circuits, electromagnetic induction.

*Prerequisite: PHYS 251.*

**PSYC104****General Psychology (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)**

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 an education.

*Prerequisite: PSYC 104.*

**PSYC 214****Child and Adolescent Development (3)**

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 on applications in school and community settings.

*Prerequisite PSYC 104.*

**PSYC 215****Adult and Life-span Development (3)**

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)**

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)**

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)**

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)**

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 of the Exceptional Child (3)**

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 for exceptional children: Processes of special education and related services.

*Prerequisite:* EDUC 220.

**PSYC 324****Theories of Learning and Instruction (3)**

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)**

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)**

Philosophical and historical backgrounds of psychology leading to a consideration of contemporary schools and systems of psychology.

*Prerequisite:* PSYC 104.

**PSYC 335****Sensation and Perception (3)**

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)**

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 and Education (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.

**PSYC 355****Psychological Testing (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 370****Introduction to Experimental Psychology (3)**

Introduction to Psychological research design and procedures used in the psychological laboratory. Requires a major research project and laboratory.

*Prerequisite:* PSYC 104, 355.

**PSYC 384****Behavior Management (3)**

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.

*Prerequisite:* PSYC 104.

**PSYC 454****Educational/Vocational Planning & Counseling (3)**

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)**

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)**

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 (1)**

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 (1)**

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)**

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)**

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 160****Sources of Christian Faith (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)**

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)**

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)**

A continuation of RELB 221.

*Prerequisite:* RELB221

**RELB 307****Introduction to the Old Testament (3)**

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)**

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)**

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)**

A continuation of RELB 321.

*Prerequisite:* RELB321

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

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 350****The Law and The Writings (3)**

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 351****Hebrew Prophets (3)**

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 355****Eschatological Concerns and Movements (3)**

Exegetical reading and examination of the synoptic gospels and John, with attention to the dominant themes in each gospel. Appreciation of the literary devices and backgrounds of the original audiences and their relevance of the gospels to living Christianity today.

**RELB 365****Epistles in the Early Christian Church (3)**

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.

**RELB420****Old Testament Apocalyptic Writings (3)**

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.

**RELB425****Christian Apocalyptic Writings (3)**

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)**

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)**

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)**

Guided study tour of the Bible lands. Research paper required.

**RELB 496****Topics in Biblical Studies (3)**

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)**

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)**

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)**

Supervised application of teaching in the classroom.

*Prerequisite:* Senior Standing

## RELG 120

### Concepts of Christian Philosophy (2)

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.

## RELH 270

### Adventist Heritage and Mission (3)

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)

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)

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)

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)

An in-depth study of relevant areas of Church History.

## RELM 280

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

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)

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.

## RELM 377

## Interfaith Dialogue in Missions (3)

A study of interfaith dialogue between various Christian Churches or between Christian and non-Christian religions.

## RELM 420

### Urban Ministry and Evangelism (3)

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)

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)

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)

Study of one or more relevant areas in contemporary missiological debate or of the research methods used in missiology.

*Prerequisite: Senior Standing*

## REL P 211

### Introduction to Church Accounting (3)

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.

## REL P 235

### Christian Salesmanship (2)

Introduction to Seventh-day Adventist evangelism through literature, and the principles of Christian Salesmanship through community visitation.

## REL P 255

### Church Leadership and Administration (3)

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.

### **RELP 308** **Homiletics I (3)**

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.

### **RELP 309** **Homiletics II (3)**

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.

### **RELP 310** **Principles of Public Evangelism with Field Practicum (3)**

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.

### **RELP 360** **Principles of Pastoral Ministry (3)**

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.

### **RELP 366** **Structure and Operation of the SDA Church (3)**

Study of the structure, organization, and operations of the Seventh-day Adventist Church from the viewpoint of a local pastor-ate. 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.

### **RELP 376** **Christian Worship and Music (3)**

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 may be offered in the vernacular.

### **RELP 377** **Music in Worship and Evangelism (3)**

The principles related to the use of music in Christian worship and in evangelism. Biblical principles and theology of music, historical background of church music including the Seventh-day Adventist traditions, includes a laboratory period for the practice of music related technical skills.

### **RELP 378** **Technology and Computer Applications for Pastors (3)**

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.

### **RELP 384** **Worship Practicum (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.*

### **RELP 386** **Principles of Youth Ministry with Practicum (2)**

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 Earliteen 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.

### **RELP 395** **Creative Christian Communication (3)**

Analysis of effective contextualized Christian witness and evangelism in diverse settings. The course may be offered in the vernacular.

### **RELP 474** **Pastoral Care and Counseling (3)**

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. Study visits to correctional and rehabilitation centers, hospitals, nursing homes, etc., may be required.

*Prerequisite:* PSYC 104

### **RELP 475** **Congregational Spirituality** **and Church Growth (3)**

Analysis of the historical and theological foundations of Christian spirituality with special attention given to the place of prayer, meditation, fasting, contemplative Bible reading, journaling, and other skills of the devotional life combined with a study of successful methods of church growth. Analysis of the major principles involved in a world perspective and the cultural variations of Southeast Asia. The course may be offered in the vernacular.

### **RELP 487** **Personal Ministry Practicum (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.

### **RELP 488** **Internship in Pastoral Care (1)**

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.

### **RELP 490** **Directed Reading in Pastoral Care (3)**

Independent supervised study in pastoral care. Research reports or paper required.

*Prerequisite:* Senior standing.

### **RELP 494** **Issues in Pastoral Work (3)**

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.

### **RELP 496** **Clinical Pastoral Care (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 corequisite:* RELP 474.

### **RELT 250** **Fundamentals of Christian Beliefs (3)**

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 255** **Biblical Hermeneutics and Doing** **Theology in Asia (3)**

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 265** **Mission, Message and Mandate** **of the SDA Church (3)**

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 310** **Biblical Theology (3)**

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)**

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 384** **Folk Religion in Southeast Asia (3)**

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)**

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 401 Hermeneutics (3)**

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)**

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 474 Issues in Communicating the SDA Message (3)**

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)**

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)**

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 487 Selected Topics in Theology (3)**

Seminar-workshop exploring issues in theology or recent trends in Asian theology.

*Prerequisite: Senior Standing.*

### **RELT 490-3 Senior Project (0-3)**

Independent guided research.

*Prerequisite: Senior Standing.*

### **RELT 496 Selected Topics in Asian Religions (3)**

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)**

Seminar-workshop exploring issues relevant in contemporary theology.

*Prerequisite: Senior Standing.*

### **SOCI 204 Marriage and Family (2)**

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 214 Home and Life Values (2)**

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)**

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.

### **SPCH 204 Fundamentals of Speech and Communication (2)**

A practical course designed to acquaint students with the process of public speaking and the basic principles involved in speech preparation and presentation.

### **SPCH204 Fundamentals of Speech and Communication (2)**

A practical course designed to acquaint students with the process of public speaking and the basic principles involved in speech preparation and presentation.

## College Council

**Somchai Chuenjit (Chairman)**

*President, Christian Medical Foundation*

**Sally Phoon (Vice-Chair)**

*Education Director, Southeast Asia Union Mission*

**Siriporn Tantipoonwinai (Secretary)**

*President, Mission College*

**Chureewan Maneesang (Recording Secretary)**

*Dean, Faculty of Nursing, Mission College*

**Phanuvich Pumhirun**

*Physician to the Prime Minister, Department of Otolaryngology Phramongkutklao College of Medicine*

**Borihan Seangarom**

*Assistant Commander in Chief, Office of National Police*

**Suwisa Suwanloy**

*Public Relations Officer, The Mass Communication Organization of Thailand*

**Nithi Mahanond**

*Associate Director, Bangkok Heart Institution*

**Rena Pongruengphant**

*Vice President for Academic Affairs, Burapha University*

**Bancha Singhiran**

*President, Assumption University*

**Tongtawut Anukarahanond**

*Director, National Doping Control Center, Mahidol University*

**Supanee Senadisai**

*Head, Department of Nursing, Ramathibodi Hospital, Mahidol University*

**Jongkolnee Chareonthaitavee**

*Consultant, Bangkok Adventist Hospital*

**Dej Cherdswannarak**

*Manager, Krungtep Durapan Automation Co. Ltd.*

# College Board of Directors

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## Joshua Wone Mok (Vice-Chair)

*Secretary, Southeast Asia Union Mission*

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## Clyde Iverson

*Treasurer, Southeast Asia Union Mission*

## Sally Phoon

*Education Director, Southeast Asia Union Mission*

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*President, Sabah Mission*

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## Danson Ng

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## Rungsit Satayawaksakool

*President, Thailand Mission*

## Garth Anthony

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*President, Bangkok Adventist Hospital*

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*Managing Director, Chensy Company Limited, Thailand*

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*Former University Professor, Peninsular Malaysia*

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*President, Sabah Mission*

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*President, Christian Medical Foundation, Phuket, Thailand*

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## Ian Grice

*Vice President for Financial Administration, Mission College*

## Surapee Silapachan

*Vice President for Student Administration, Mission College*

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*Dean, Faculty of Christian Studies, Mission College*

## Thomas Gerald Kea

*Director, Ekamai International School*

## David Bell

*Administrator, Chiang Mai Adventist Academy*

## Surachet Insom

*Education Director, Thailand Mission*





# College Personnel

## Administrators

### Siriporn Tantipoonwinai

BS, MA, PhD  
President

### Gilbert Valentine

BA, MA, PhD  
Provost and Vice President for Academic Administration

### Mack Tennyson

BS, MA, PhD  
Vice President for Financial Administration

### Surapee Silapachan

BS, MA  
Vice President for Student Administration

## Admissions and Records

### Jittapa Winitkoonchai

BA, MA  
Director of Admissions and Records

### Sajjaporn Sankham

BA  
Assistant to Registrar (Muak Lek Campus)

### San Ti Bwa

BA, MA  
Assistant Records Officer

### Clara Liaw

BSc  
Assistant Admissions Officer

### Somporn Boonlamphan

BA  
Assistant Registrar (Bangkok Campus)

## Business Office

### Pattraporn Paengpanga

BBA, MBA  
Assistant to the Vice President for Finance (Bangkok Campus)

### Pradeep Tudu

BBA, MA  
Financial Controller/Extension Program Director

### Naree Suwiboonsub

BBA, MSA  
Student Finance Officer

### Le Nguyen Hoang

BBA, MBA  
Management Accountant

### Samorn Namkot

BBA  
Senior Accountant (Study Leave)

### Sarawoot Jaksomsak

BBA  
Accountant

### Sakaowinee Charoonsaeng

BBA  
Assistant Accountant

### Ampawan Vongngam

BBA  
Assistant Accountant

### Phusit Saeher

BBA  
Assistant to Student Finance Officer

## Residence Staff

### George Kimani

BA, MSW, MA  
Director of Men's Residence

### Tawanchai Saithanmettakit

BA  
Assistant Director, Men's Residence

### Miriya Ekwiriyatorn

BA, MA  
Director of Women's Residence

### Nidt Korphol

BA, MA  
Director of Women's Residence

## Library

### Muak Lek Campus

### Damian Ginajil

BA, MSLS, CTD  
Director, Library

**Nehemias Pasamba**

BA MLS

Acquisitions Librarian

**Duangjai Wongsate**

BEd, MA

Assistant Librarian

**Ida Marie Arasola**

RN

Library Technician

**Weerakoon Suwiboonsup**

BA

Circulation

**Jesse Role**

BA, BS, MTTE, PhD

Educational Media Center Coordinator

**Winyou Silapachan**

BA

Educational Media Center

**Surasak Jaksomsak**

PA Technision

**Bangkok Campus**

**Thunyamart Satha**

BA

Librarian

**Saowanee Maneeroj**

BA

Assistant Librarian

**Computer Support**

**Marco Carrillo**

BAT, MS, MA

Director, Computer Support Systems

**Montree Saejeang**

BBA

Senior PC Support Officer

**Harvey Alferez**

BA

System Analyst/Website

**Student Services**

**Sovath Sim**

Assistant College Chaplain

**Thirat Somphan**

BEd (NU) 1993; MEd (RU) 2002

Student Activity Coordinator

**Daranee Phetchareun**

BS Nurs

Health Clinic Coordinator

**Other Services**

**Atikom Sriratanaprat**

Assistant to the Vice President for Finance (General Services)

**Pettrakoon Arrak**

Director, Plant Services

**Pongwisut Wankham**

Director, Transportation and Purchasing

**Renurat Sommit**

Director, Food Services

**Mitsin Janrawangyot**

Supervisor, Grounds and Estate

**Pikoon Pimkhan**

Supervisor, Custodial

**Somporn Kajompop**

Stores and Supplies

**Human Resources**

**Gail Valentine**

Director

**Grienggrai Waleesila**

BA

Government Liaison Officer

**Sairung Rutaikarn**

BBA

Government Liaison Officer

**Abel Pangan**

Church Pastor, Mission College Church

**Wirachai Anekkunnawut**

Assistant Church Pastor, Mission College

**DEANS OF FACULTY**

**Chureewan Maneesang**

BEd, MEd, PhD

Faculty of Nursing

**Pak Lee**

BEd, BBus, MBA, MCom, PhD

Faculty of Business Administration

**Kai Arasola**

BA, MA, PhD

Faculty of Religious Studies

**Susan C Scharffenberg**

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# Appendix I

## ASSESSMENT PHILOSOPHY AND POLICY

### Preamble

Assessment of students in Mission College 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.

### 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.
- ◆ 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 .

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.<sup>1</sup> 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.<sup>2</sup> 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+	1.33	50	54	5
D	1.00	45	49	5
F	0.00	0	44	45

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 Mission College.

## 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 advise 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 College on directions and emphases in curricula and course development. Exter-

nal advisory committees are comprised of no less than 9 persons including five academic specialists in the particular discipline area from other universities or colleges, 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:

- ❖ 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.
- ❖ 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.

#### (Endnotes)

<sup>1</sup> 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
	<b>Total</b>		<b>100</b>		<b>120</b>

<sup>2</sup> Exceptions might be subjects in language, mathematics or computing for example.



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# MISSION COLLEGE

ACCOUNTING

APPLIED THEOLOGY

BIOLOGY

COMPUTER INFORMATION SYSTEMS



EDUCATION/PSYCHOLOGY

ENGLISH LANGUAGE

ENTREPRENEURSHIP

MATHEMATICS

RELIGIOUS EDUCATION



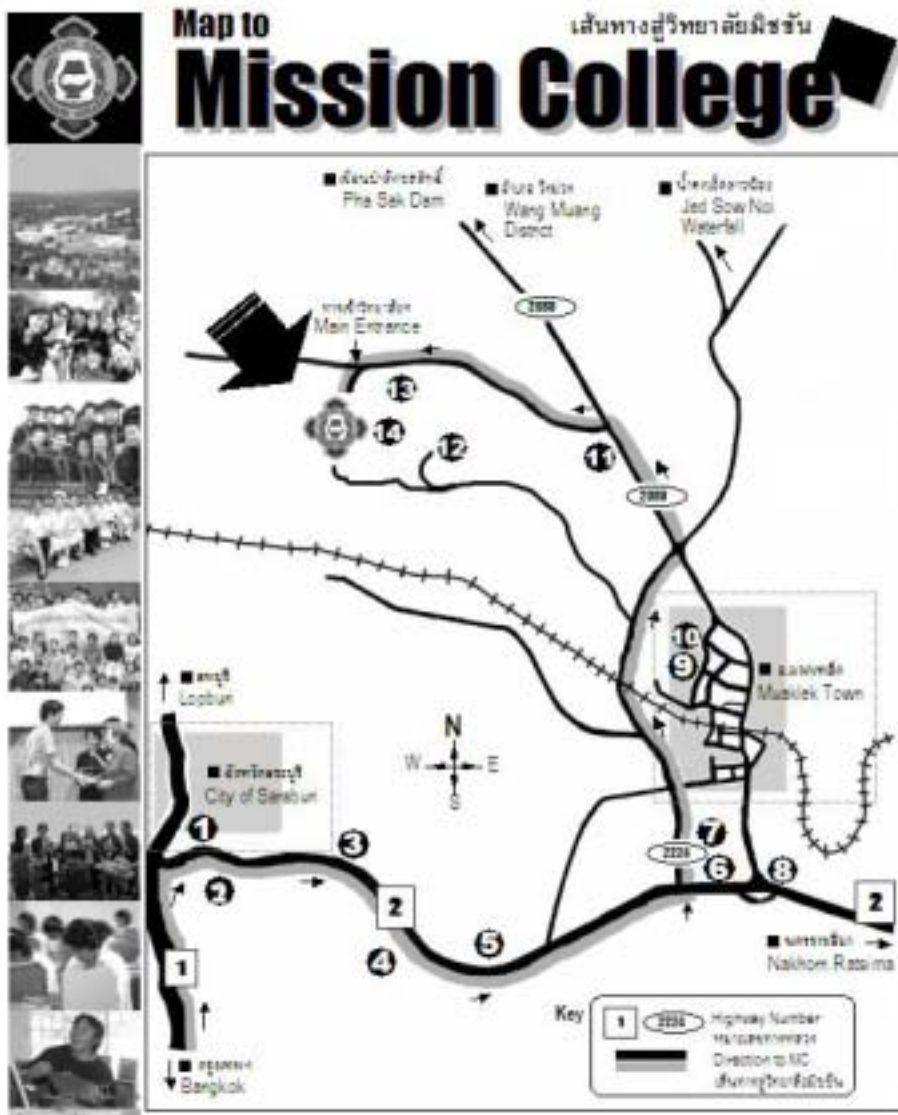
CHURCH

LIBRARY

I.T. BUILDING

BIOLOGY LAB





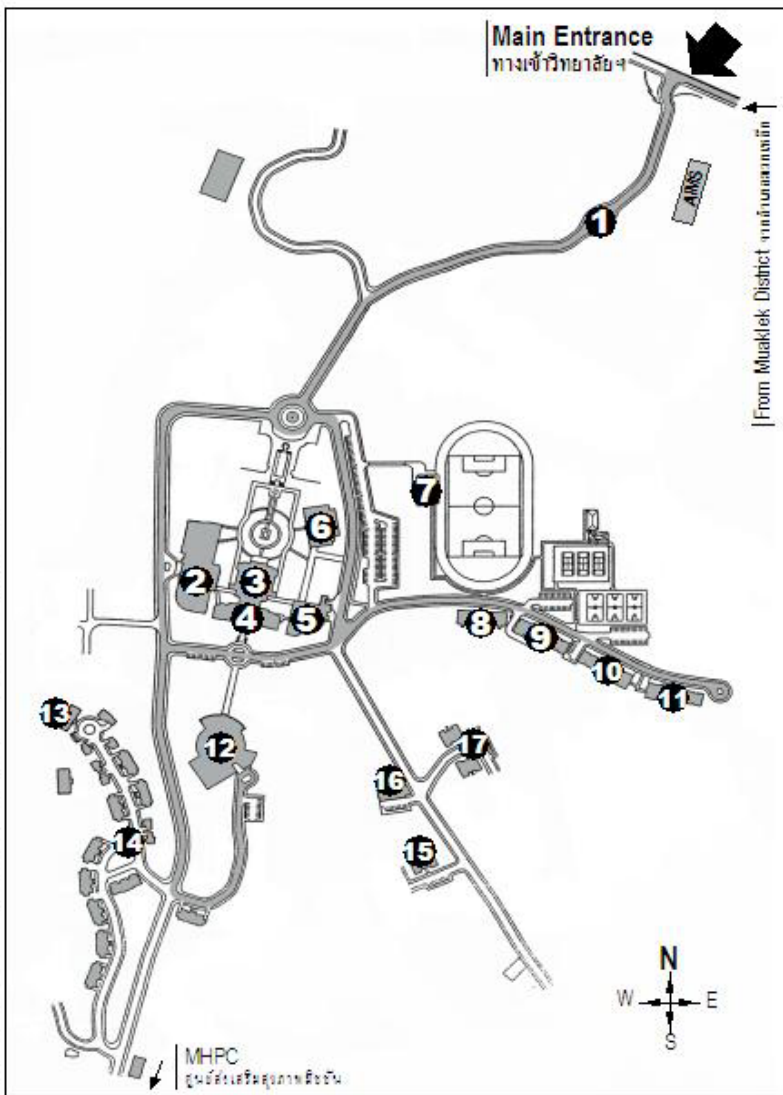
Key

- |                             |                             |
|-----------------------------|-----------------------------|
| 1. Mittraparp Hospital      | 8. Or Sor Kor               |
| 2. Kasemratt Hospital       | 9. Police Station           |
| 3. PTI Gas station          | 10. Muaklek District Office |
| 4. Petcharat Boy Scout Camp | 11. Australian Village      |
| 5. Kru Tor Steak Restaurant | 12. MHPC                    |
| 6. Muaklek Hospital         | 13. AIMS                    |
| 7. Technical College        | 14. MC                      |



แผนที่ภายในวิทยาลัยมิชชั่น

# 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 |





