

MYANMAR UNION ADVENTIST SEMINARY



**Academic Bulletin
2024-2028**

MYANMAR UNION ADVENTIST SEMINARY
MYAUNGMYA 10211, MYANMAR

ACADEMIC BULLETIN

2024-2028

MUAS

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PURPOSE OF BULLETIN

The bulletin is important throughout your seminary career because it provides information and requirements you will meet in achieving your academic goals. It will help you to become acquainted with the institution before you register at Myanmar Union Adventist Seminary. Even if you have not yet decided on a major, the bulletin will guide you to plan a course schedule based on the requirements of the program you are taking.

Every effort is made to ensure that the information in it is correct at the time of publication, but changes of circumstances and policy may affect the accuracy of the information it contains. The seminary reserves the right to change any requirement at any time as it is needed. Other existing requirements are equally binding, though not set forth in this bulletin.

A student is required to meet the graduation requirements of a bulletin under which the first enters the Seminary within the time allowed for him.

THE MUAS SONG

- v1 တို့ကမ္ဘာလူသားမျိုးနွယ်ဆီ သတင်းကောင်း
ကောင်းကင်တမန်သုံးပါးသတင်းကို ကြွေးကြော်
ကြွေးကြော်မဲ့ အနာဂတ်ရဲ့သူရဲကောင်းများ၊
မွေးထုတ်ပေးတဲ့ တို့ရဲ့ကျောင်းတော်ကြီး
- v2 အသင့်ပြင်ဆင်နေ စပါးခင်းတွေ ရိတ်သိမ်းဖို့၊
လောကီနိုင်ငံအရပ်ရပ်တို့ကို သွားမဲ့
ဧဝံဂေလိတရားရဲ့သူရဲကောင်းများ
အောင်မြင်ခြင်းများနဲ့မွေးထုတ်ပေးခဲ့ပြီ။
- Cho. မြော်လင့်ခြင်းဓမ္မတက္ကသိုလ်၊
သာသနာခရီးအတွက်ပြင်ဆင်ပေးနေ
သခင်အမှုတော်ကြီးအောင်မြင်စေဖို့ ရှေ့ဆက်နေတဲ့ MUAS
သမိုင်းပေးတာဝန်တွေကိုထမ်းဆောင်မဲ့၊ လူငယ်များကိုပြင်ဆင်ပေးနေ
အမိမြေအတွက်MUAS၊ ကမ္ဘာမြေဆုံးတိုင်ရှေ့ဆက်နေမည်။
- v3 တို့မြန်မာပြည်ရဲ့ အမှုတော်ကြီးအတွက်၊
စွမ်းစွမ်းတမံပါဝင်ပြီး လက်တွဲကာ
နိုင်ငံတာဝန်တွေ ပရုံးပြောင်းထမ်းရွက်မဲ့
အရည်အချင်းပြည့်ဝတဲ့ ဘုရားရဲ့သံတမန်တွေ
- v4 ဗလလေးတန်ဖွံ့ဖြိုးတိုးတက်ရန် အဖက်ဖက်မှလူကောင်းလူတော်တွေ
မွေးထုတ်ပေးတဲ့ကျောင်းတော် ရှေ့အနာဂတ်ခရီးရဲ့သူရဲကောင်းများ
အောင်မြင်ခြင်းများနှင့် မွေးထုတ်ပေးခဲ့ပြီ။

MESSAGE FROM MUAS PRESIDENT

Dear Freshers,

Welcome to MUAS where you have chosen to build up your knowledge and prepare yourself for your life dream!

With like this kind of rapid changing world, no institution could offer ever demanding repertoire of knowledge. But you are guaranteed to find a group of Christian educators who are committed to their God's chosen work because they believe that true education is more than a search for certain knowledge but it is on par with the work of salvation. This institution has been established for the purpose of protecting our young people from the worldly influence and preparing them for the service of this world and the world to come. It has been a great challenge to accomplish this task because the technology which, if mastered can enhance and would be a great blessing for learners, has become a big hindrance in their way to academic success when the victim of enslavement. Nevertheless, our teachers who know their calling with the endorsement from the Holy Spirit will leave no stone unturned in order to make their students to be molded in the character of their Master Teacher who walked the talk and taught. During your four year stay, the dedicated administration and faculty will make sure you are thoroughly oriented with the goals and values of Adventist education and you will receive all round development program.

When you go out from here, we expect you not only well prepared for your intended occupation but also be convinced with the three angels' messages to share them in all walks of life. You are next generation of leaders to shoulder the future task of the Church and the nation. Thus, you will be informed with the present truth and current academics in order to broaden the mind and ennoble the character through all round Christcentered approach to essential life skills.

May God establish and prosper you as you settle in this beautiful campus! Your President.

Sincerely,
Paul Tanbaunaw

ACADEMIC CALENDAR: 2024-2025

First Semester	June 3 to October 11
Faculty Pre-session	June 3
Orientation	June 4 (10:00 a.m.)
English Placement Test	June 4 (2:00 p.m.)
Business Entrance Test	June 5 (900 a.m.)
Registration	June 4-7
Classes Begin	June 10
Registration with Late Fees	June 10
Summer Comprehensive Examinations	June 17-20
Last Day to Submit a Petition to Enter a Class	June 24
Festival of Faith I	June 29 to July 6
Martyr's Day*	July 19
Mid-Semester Examinations	August 5-9
Last Day to Drop Classes	August 26
Comprehensive Examinations	August 26 - 29
Myaing Nan Saung's Open House	September 15
Final examinations	September 30 - October 10
Deadline for Submission of Grade Sheets	October 16
Semester Breaks*	October 11-18

Second Semester	October 21 to March 13, 2025
Orientation	October 21 (10:00 a.m.)
English Placement Test	October 21 (2:00 p.m.)
Business Entrance Test	October 22 (900 a.m.)
Registration	October 21-23
Classes Begin	October 25
Registration with Late Fees	October 25
Festival of Faith II	November 2- 9
Last Day to Submit a Petition to Enter a Class	November 11
Tasaundaing Festival*	November 15
Sport Days*	November 14-15,17
Eden's Open House	November 25

Academic Calendar

National Day*	November 25
Mid-Semester Examinations	December 16-20
Christmas & New Year Holidays*	December 23 January 5, 2025
Leadership Camp/General Camp	December 23-25
Workers' Retreat	December 26-29
Independent Day*	January 4
Classes Resume	January 6, 2025
Last Day to Drop Classes	January 17
Senior Comprehensive Examinations	January 20-24
Talent Night	February 12
Final Examinations	March 5-13
Submission of Senior Grade Sheet	March 11
MUAS Day	March 16
Graduation Day	March 17
Deadline for Submission of Grade Sheets	April 11

Note: Holidays shown by *

2025 Inter-Semester	March 24 to May 21
Registration	March 24
Instruction Begins	March 25
Last Day to Drop	March 26
Final Examination	April 14
Registration	April 27
Instruction Begins	April 28
Last Day to Drop	April 29
Final Examination	May 21
Summer Comprehensive Examinations	June 16-19

PRINCIPALS AND PRESIDENTS

Principals of Seventh-day Adventist Mission School

W. W. Christensen 1960-1964

F. C. Wyman 1964-1966

Principals of Seventh-day Adventist Bible Seminary

Brown K. 1966-1971

Kyaw Din 1971-1974

Kyaw Sein Pe 1974-1976

Principals of the Union Bible Seminary

V. Kip Za Nang 1976-1979

Yan Aye 1979-1990

Presidents of Myanmar Union Adventist Seminary

Yan Aye 1990-1991

Herbert Sein 1991-1998

Yan Aye 1998-2006

Dr. N. Kem Thang 2006-2007

Alvin Po Po Hla 2007-2011

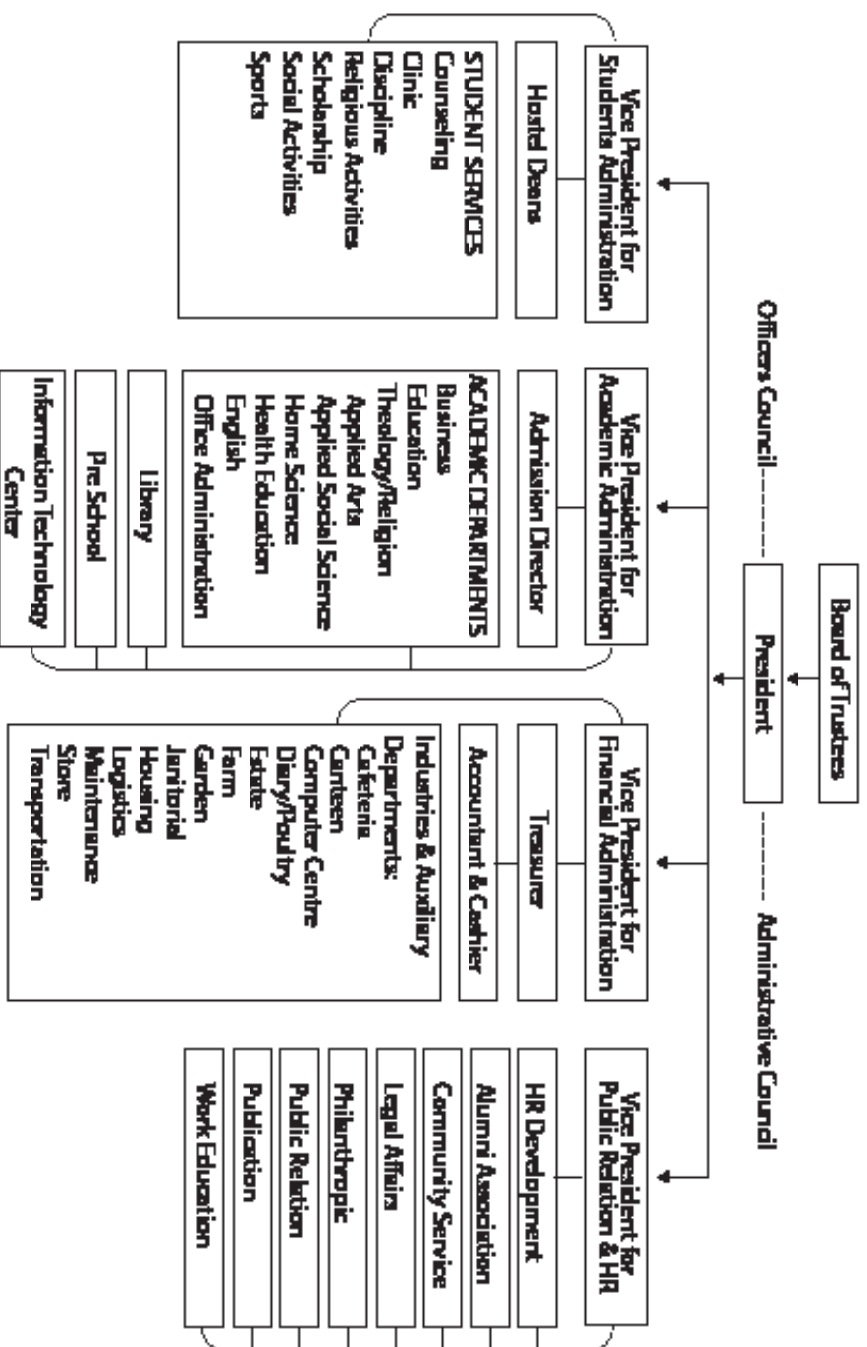
Dr. Connally 2011-2022

Dr. Thang Lam Mung 2022-2023

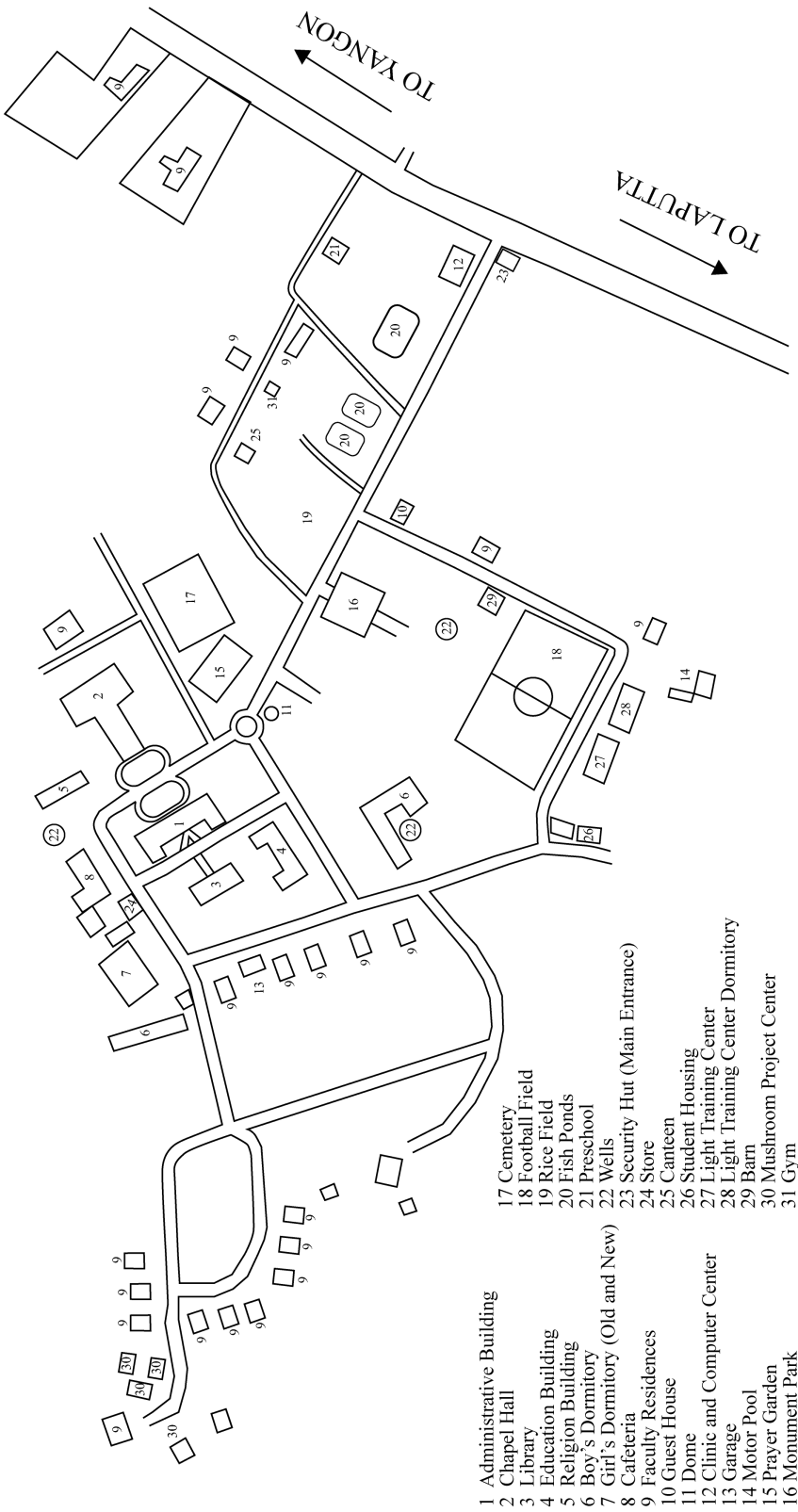
Dr. Paul Tanbaunaw 2023-Present

Myanmar Union Adventist Seminary

Organisational Flow Chart



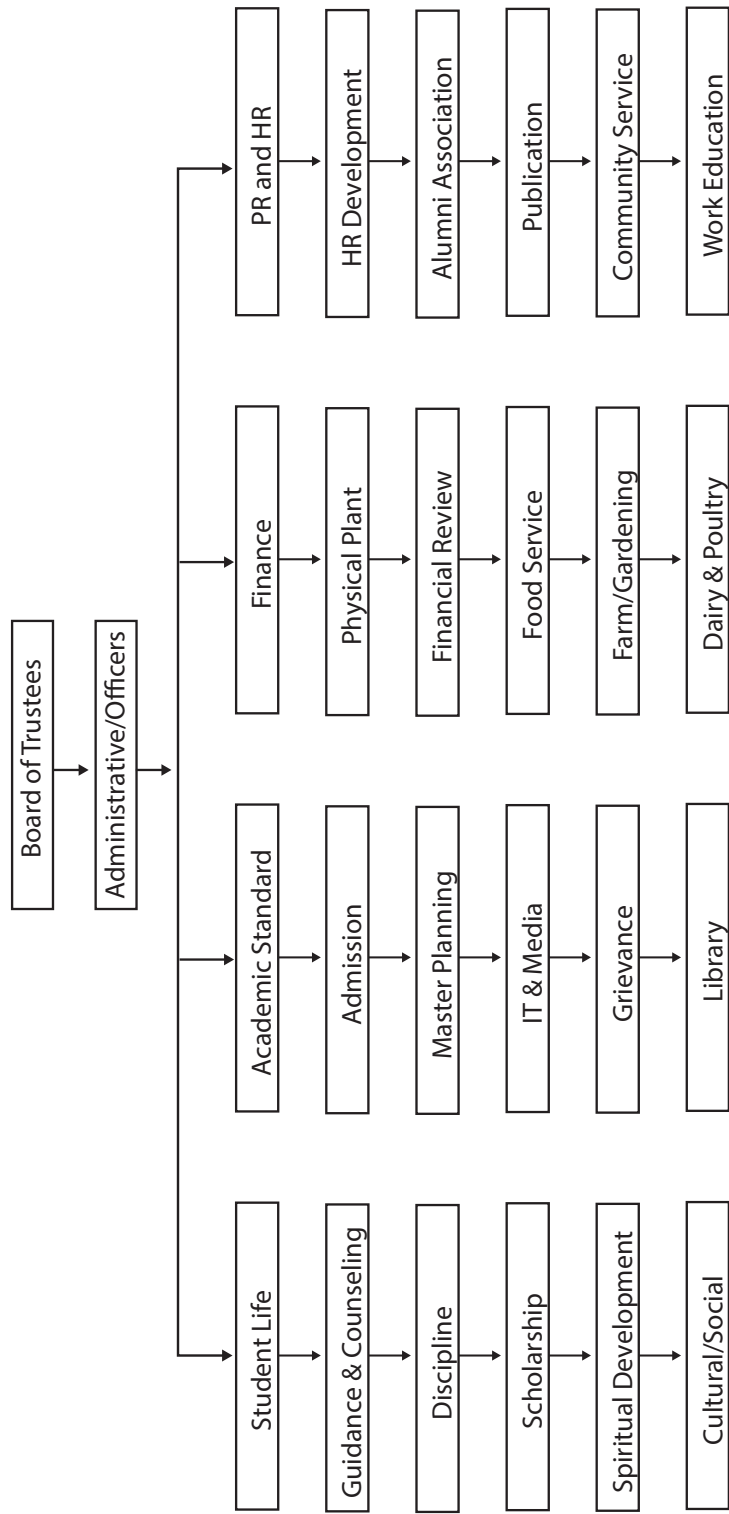
MYANMAR UNION ADVENTIST SEMINARY



- 1 Administrative Building
- 2 Chapel Hall
- 3 Library
- 4 Education Building
- 5 Religion Building
- 6 Boy's Dormitory
- 7 Girl's Dormitory (Old and New)
- 8 Cafeteria
- 9 Faculty Residences
- 10 Guest House
- 11 Dome
- 12 Clinic and Computer Center
- 13 Garage
- 14 Motor Pool
- 15 Prayer Garden
- 16 Monument Park
- 17 Cemetery
- 18 Football Field
- 19 Rice Field
- 20 Fish Ponds
- 21 Preschool
- 22 Wells
- 23 Security Hut (Main Entrance)
- 24 Store
- 25 Canteen
- 26 Student Housing
- 27 Light Training Center
- 28 Light Training Center Dormitory
- 29 Barn
- 30 Mushroom Project Center
- 31 Gym

Myanmar Union Adventist Seminary

COMMITTEE FLOW CHART



GENERAL INFORMATION

Brief History

Myanmar Union Adventist Seminary (MUAS), formerly known as the Union Bible Seminary, started as a small Seventh-day Adventist Mission School in 1938 at Myaungmya to provide Christian education for young people of Myanmar. In 1960, under the direction of Elder W. W. Christensen, progenitor of seminary program, 15 denominational workers, mostly under high school graduates, enrolled for a two-year training course. They were the first batch of graduates from the school in 1962.

During the 1970's, the school experienced steady growth as it offered courses for high school students who came from all parts of Myanmar due to the Sabbath problem in government schools. In 1974, the school introduced two programs of study. A three-year curriculum: Ministerial Training Course (MTC) for high school graduates and a two-year curriculum: Bible Instructor Training Course (BITC) for those who do not pass high school to meet the urgent needs of mission fields. MTC was equivalent to junior college level. The first graduates received their diplomas in 1977.

After the seminary had adopted a plus-two program of Southern Asia Division Education system in 1982, a three-year curriculum was reduced to junior college level curriculum in 1986.

In 1991, the Seminary introduced a four-year curriculum for Bachelor of Arts in Religion with the approval of the Board of the Seminary. In addition, the Seminary was authorized to offer a two-year program for Certificate in Teaching Ministry in 1991.

In 1996, the Seminary Board approved additional expansion of Industrial Arts, Business, and Education departments and termination of plus-two program with the intent to offer pure collegiate major courses. Thus, the Seminary offered courses for Bachelor of Arts in Religion, Bachelor of Arts in Education, Bachelor of Business Administration, and Bachelor of Applied Arts in Industry and minor in Office Administration. In 1998, the Seminary added another minor courses of Home Science and English. In 1999, Bachelor of Applied Arts in Industry was reduced to a minor and Health Education minor was offered.

In 2001, it was felt by the majority members of the Seminary Board that the G 12 program in secondary academy is essential in our education program to meet the standard of present educational system of the Adventist Education. Therefore, MUAS must provide for G 12 program and for a four-year degree program. This means that a student receives a bachelor's degree after a minimum of sixteen [10+2+4] years of schooling. This program commenced with the 2001–2002 school year.

Accreditation

Myanmar Union Adventist Seminary is a member of the Association of Seventh-day Adventist Colleges and Secondary Schools, and is accredited internationally by the Adventist Association of Schools, Colleges and Universities based in Washington D.C., USA; and by the Commission of Higher Education at the Southern Asia-Pacific Division of the General Conference of Seventh-day Adventists in the Philippines. Therefore, academic credits from Myanmar Union Adventist Seminary are accepted by these sister colleges and universities around the world. The Seminary is one of more than 90 universities and colleges in the international network of private Adventist universities operated worldwide.

The Seminary is recognized and encouraged to carry out its religious activities and maintain various cultural heritages by the Local District Administrative Department.

Location

Myanmar Union Adventist Seminary is located on Mosokwin Road, Myaungmya, 137 miles from Yangon, in Ayeyarwady (Delta) region. The school sits on 60-acre property with paddy fields and gardening areas. It is situated on the Yangon-Labutta highway.

Mission, Philosophy, and Objectives

Mission Statement

The Myanmar Union Adventist Seminary is a Seventh-day Adventist institution of higher learning in Myanmar which is committed to prepare young people for the service of God and man through quality Christian education for this life and the life to come.

Philosophy

The educational philosophy of MUAS is believing in the development of the whole person through the combined effort of God and man towards God's original plan for mankind.

The educational philosophy of MUAS includes the following guiding principles:

1. A belief in an eternal, loving and personal God who is all-powerful and the source of life, truth, beauty and Christian values.
2. Promotion of the need for restoration of God's image in human being through the Christian education, which is by perfecting faith in Jesus Christ that the divine purpose in His creation might be realized.
3. Attention to the harmonious development of the physical, the social, the mental and the spiritual powers which make a student a matured, rational being for mutual relationship in brotherhood and the joy for service in both this life and hereafter.
4. Provision of conducive environment to the realization of self as the dwelling place of God's Spirit to reflect positive model that glorifies God and makes Him more real to others through godlikeness in character, and healthful lifestyle.
5. Recognition of God's communication through the Holy Scriptures of both the Old and New Testaments and the Gift of Prophecy as divine revelation which is the guiding principles for knowing God, fellowship, and companionship with Him in study and service.

Statement of Objectives

As the ultimate goal of Christian education is to prepare each student for heaven, the Seminary approaches the ideals expressed in the preceding philosophy through following specific objectives to be met in the lives of the students:

1. **Spiritual: Students are encouraged to**
 - a. *Love God and others;*
 - b. *Demonstrate loyalty to God's Commandments;*
 - c. *Engage in private devotion and public religious activities of the Seminary;*
 - d. *Lead in Bible studies and witnessing for Christ.*

2. Intellectual: Students are fostered to

- a. Develop their ability to think deeply and act skillfully and vigorously.*
- b. Pass written and oral tests satisfactorily.*
- c. Store appropriate secular knowledge and tolls of learning at mastery level.*
- d. Apply the things they have learned in the Seminary to the solution of practical problem in life.*
- e. Interpret current world events in the light of Scriptural prophecy.*

3. Physical: Students are supported to

- a. Engage voluntarily in manual labor and other occupational activities with pride and self-respect.*
- b. Engage in adequate daily exercises.*
- c. Enjoy wholesome recreation and outdoor activities.*
- d. Practice temperance and moderation in all aspects of life.*
- e. Maintain the beauty and cleanliness of Seminary campus.*
- f. Promote health through medical check-up, at least once a year.*

4. Social: Students are expected to

- a. Accept others as friends, worthy of respect and of infinite value.*
- b. Be example in exercising self-control and self-discipline to encourage others to do likewise.*
- c. Understand others' points of view.*

Facilities and Student Services

Facilities and Residence Halls

Academic Facilities consist of three main buildings that accommodate classes and library building. The administration Building provides classrooms, offices, and IT room. The education building accommodates four classrooms and teachers' common room. The religion building has department head office, five classrooms, and an assembly hall.

The Library Building houses more than 7,500 volumes and 11,000 titles, mostly in English. The library aims to support the academic program with a wide variety of educational materials. The library is open to the entire Seminary family as well as members of

the community who may obtain membership for a fee of Ks 1000 per month.

The Doom House accommodates an office for VPSA and Student Government Office.

Joon Hyun Yoo Chapel serves as the center of spiritual fellowship for students and faculty during week days as well as weekends.

The Football Field is a playground where annual football tournament is held.

The Prayer Garden is a small enclosure decorated with colorful plants and flowers where students and faculty can take time to communicate with God in nature.

Eden Saung is a dormitory for men and **Myaing Nan Saung** is a dormitory for women. There is a residential quarters that accommodates four married student's families in the campus.

Student Services

The Cafeteria is the food service center of the Seminary where nutritious vegetarian foods are served.

The Canteen is located at the end of U Chit Mg's lane where hungry students can satisfy their hunger during class breaks and lunch.

Field School of Evangelism is regularly conducted by the Religion Department in the far and near towns/villages whenever the need to help arise.

The Teaching Material Center is operated by the department of Elementary Education, houses instructional materials. Teaching aid materials include pictures, charts, maps, slides, flannel-graph materials, games, etc. Audiovisual equipment are also available. The facility is especially designed for use by the students as well as teachers, but the facility is open to all.

Computing Services provide an up-to-date networked environment. Broadband and ADSL internet services are available in the Internet room and major administrative offices.

The MUAS Clinic operates its own health-care system and is run by a qualified physician and a nurse. It is the first place for students to seek assistance when they are feeling sick. The school collects a minimum medical fee each semester and provides a limited medical insurance policy to help cover student's medical

expenses. The school's clinic was registered in the Ministry of Health.

MUAS Store is located adjacent between girl's residential hall and cafeteria. The store sells basic food items, office and school supplies, and drinks and snacks.

Guidance and Counseling Center provides 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 Chairperson, teachers, and pastors. The Chair of the Students Service as a consultant to the Student Development Center provides counseling services. Each semester after the mid-semester examinations a day is set aside as **Student Counseling Day** when each student is given an opportunity to meet his/her advisor to discuss matters in which the Seminary might assist students.

Co-Curricular Activities and Campus Life

Student Organizations

The Seminary encourages participation in activities which contribute to students' intellectual, physical, social, and spiritual development. The Seminary is also anxious that a student develop his/her leadership qualities and his/her talents and learn to take initiative. Every student is therefore expected to participate actively in some co-curricular activities and have membership in organizations sponsored by the Seminary for this purpose.

Cultural Emphasis Day

The Cultural Day usually falls on the Union Day and it highlights the cultural heritage of the student body and the faculty. The occasion enables students and faculty who come from every states and regions to express and peculiar characteristics of their social and cultural backgrounds.

Adventist Youth (AY) Society

The AY sponsors many activities for the young people such as Adventurer, Pathfinder and Master Guide classes, and weekly programs to promote the development of students' initiative and leadership.

Sabbath School

The program is directed by student officers, provides experience in leadership and organization of a variety of activities.

Students' Association

This society cares for most of the social and cultural programs of the institution. Saturday evenings are usually devoted to social activities and programs that provide wholesome entertainment. Social and cultural activities of the hostels are under the direction of hostel clubs. The *Men's Club* and the *Women's Club* are governed by student-elected officers and care for the social needs of the respective hostels.

Sport Committee

This committee is concerned with the sports life of the Seminary. Under staff direction, daily sports and games are arranged. *Sport Day* is an annual function when students participate in competitive sports in a wholesome manner. Normally this comes immediately on the last week of November.

Departmental Clubs

These clubs are organized by the instructional departments of the Seminary. These provide opportunities for intellectual fellowship of the departmental staff and students. Activities of these clubs include lectures by professional discussion on topics of general interest to the groups and presentation of research papers.

Ministerial Seminar

This seminar is organized by the Department of Religion that is open to all students and provides training in public speaking and conducting religious activities.

Language Seminar Groups

Language seminars are organized to provide a religious forum for students of the respective language areas.

General and Leadership Camps

These camps are held annually simultaneously. **General camp** is for the benefits of the freshers and sophomores and **leadership camp** is for juniors and seniors. In an atmosphere of frank and open discussion a student is led to see for himself/herself the qualities of a leader, the role he/she plays, peculiarities of democratic leadership, and decision making. Their participation and performance in the camp is graded. If a student obtains an “F” grade, he/she must repeat the activity to obtain an “S” grade (or) must not be allowed to appear his or her first comprehensive examination.

In general camp, its programme of physical recreation likes, discussions, forums, and campfires plays a vital part in the development of wholesome personalities. The Leadership camp provides certain sound basic ideas on the leadership role a college graduate is called upon to play in his community.

Senior Retreat

Senior retreat is intended for all prospective graduates. It provides an opportunity for students and faculty to discuss openly various aspects of life that the Seminary graduate will face as he/she leaves the institution.

In addition, the Seminary sponsors many excursions, field trips and other activities in which, under seminary staff supervision. The Seminary students are called to take leadership and are led to participate. These programs have great educational as well as recreational value.

Publications

1. ***Bulletin*** contains the institution’s curricular programs at all levels.
2. ***Faculty Handbook*** orients workers on their job descriptions, institutional policies, objectives, and other vital information about the Seminary.
3. ***Student Handbook*** orients students on the behavior expected of them by the Seminary.
4. ***The Steps*** is a bi-weekly newsletter of the school. Students write, edit, and circulate the steps.

5. ***The Seminary Year-book*** is an official documentation of all events, people, facilities, and vignettes that makes MUAS so special. A copy of the yearbook is provided to each student and teacher.
6. ***MUAS Express*** is a bi-semester publication of the Seminary.

Posters and Notices

All materials such as general advertisements, posters, and notices to be placed on the bulletin boards around the school campus, need a stamp of approval from the Registrar's office. Anything posted on the bulletin board without that stamp will be taken out of the board.

Standards of Conduct

Values and Expectations. MUAS welcomes applications from individuals regardless of race, gender, status or religious affiliation. Admission to, and continuation at the Seminary is dependent on the evidence of good character, the ability to succeed in tertiary studies, the support of the philosophy and mission of the Seminary, and a willingness to conform to the Seminary regulations. But students are expected to respect the values and lifestyle expectations that are maintained on campus. The Seminary is owned and operated by the Adventist Church, a Protestant denomination.

It is understood that the attendance at MUAS is a privilege and not a right; and that this privilege may be withdrawn from any student who does not conform to the standards and regulations of the Seminary, or who is unwilling or unable to adjust himself to its environment.

By registering, a student pledges to obey the regulations and to live in harmony with the spirit of the institution.

The disciplinary authority of the Seminary is vested in the president by right, and in the vice-presidents, deans and other officers on whom jurisdiction may be conferred for specific cases and in restricted areas.

Expected Student Behaviors. A typical MUAS student is a mature person with a background of life experience and a commitment to the mission, goals, and purposes of the Adventist Church. Within

this context, the faculty and administration expect a student enrolled in the MUAS program to:

1. Observe the standards of practicing Adventist Christian in such matters as diet, modesty of dress and behavior, Sabbath keeping, attendance at Sabbath services, chapels, wholesome recreation, and refraining from substance abuse.
2. Devote efforts to study and the fulfillment of course requirements, including the meeting of deadlines for projects and papers.
3. Show a healthy respect for the beliefs, class, culture, and ethnicity of others.
4. Refrain from cheating, lying, stealing, vandalism, plagiarism, and unauthorized taking, keeping, or defacing the properties of other people or of the institution.
5. Work with others in a cooperative, friendly way without prejudice or unfairness.
6. Refrain from immoral conduct, and unlawful activities.

A student who is unwilling to conform to these values and standards will be disciplined. ***This may include being asked to withdraw from the institution.*** 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

MUAS is committed to scholarship and sound learning. Teaching and learning strategies employed at the Seminary focus on student-centered learning. Students are expected to maintain regular attendance and active participation in all academic appointments and to undertake extensive amounts of out of class learning activities. Students are also encouraged to become involved in campus recreational and cultural activities.

Patterns of Campus Life

Worship is integral to the Seminary 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 Seminary year. Residential students are also required to

attend a number of residence hall worships. Worship services are held in the chapel. Absences from the chapel exercises due to illness or emergencies may be excused by the Registrar if reported to the office within two working days of the absence.

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 the Sabbath worship services is encouraged. No classes or sporting activities are held during the Sabbath hours and regular seminary services such as the library and the sports facilities are not available for use. Some students visit to hospital patients, conduct Branch Sabbath Schools, tell Bible stories to village children.

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 morning and evening in the dormitories. In addition, prayer groups are sometimes arranged spontaneously by interested students. Religious activities are occasionally organized and presented by students who are gifted in music and drama.

The Seminary student-body is composed of people from different cultures. The Seminary encourages student organizations to preserve various kinds of their cultural heritage. The Seminary convenes an annual Cultural Emphasis Day on which students from 14 states and divisions portray their cultural heritage and entertain students and members of the community with their favorite cultural performances. At Christmas time, a concert is hosted by the Music Department. Other cultural items and a banquet follow the occasion.

Seminary Uniform

In keeping with the traditions of Myanmar for Seminary students, staff and faculty, a simple but stylish uniform is adopted and required of all for everyday Seminary activities. Each student, staff, and faculty should wear his/her uniforms with care and pride and as a mark of distinction.

Drug-Free Environment

MUAS seeks to provide a campus environment that is conducive to the development of a whole person. To achieve this, the Seminary believes that the campus should be free from the use of alcohol, smoking, chewing beetle-nut, and non-prescription drugs. “Drug-free” means abstinence from the use or possession of alcohol or tobacco, and mind-altering drugs, and from the abuse of prescription drugs.

Students are expected, therefore, to abstain from using drugs while on and off school campus. Students must keep in mind that their actions while as students of MUAS reflect the reputation of the Seminary wherever they are. Violation of this drug-free policy will result in disciplinary action being taken by the Seminary. Students involved at any time in the promotion, manufacture, and distribution of these substances will be excluded from the Seminary.

Drug Testing

The Seminary reserves the right to have any student who is suspected to have used illegal drugs to participate in the urinalysis testing program. Prior to the administration of such test, parents will be informed.

Dismissal

Dismissal may be considered if the offender is uncooperative. If fighting occurred, a student will be suspended for a week. This gives time for the Disciplinary Committee to study and assess the situation with impartiality.

All students enrolled at MUAS are bound by the rules and regulations of the Seminary so long as they are enrolled in the school. Any regulations adopted by the school and publicly announced to the student body during the school term shall have the same force as if published in this handbook and in the Student Handbook.

Fairness Procedure

A student who believes that he/she has been treated unfairly may make use of the fairness procedure to resolve the problem. This procedure has the following steps:

1. Go to the teacher, administrator, or staff member believed to have acted in an unfair way. Beginning where the problem started, attempt to solve the problem in a spirit of cooperation.
2. If the problem cannot be solved satisfactorily with the person immediately involved, go to the administrator or immediate superior of the individual and try to work out the problem to the satisfaction of both parties.
3. If this does not result in a fair solution in the eyes of the student, the student has the right to ask a dean of a school or the president of MUAS to call a meeting of a fairness committee. This committee shall consist of at least three staff or faculty members (who, if possible, have no prior knowledge of the matter). The student has the right to choose one faculty or staff member to be on the committee. The committee shall meet within two working days of appointment. The student has the right to appear before the committee to present the case in person. The student may place written materials in the hands of the committee.

Work Education Program

The work program is an important component and a unique feature of Adventist education and principle outlined by Ellen G. White. MUAS offers work opportunities to enhance students' working relationship that relevant to the demand of 21st century.

Objectives

The work program of MUAS fulfills the following objectives in all students who enroll in the school. (a) To develop all four faculties of every student; (b) to promote work ethics and value of labor; (c) to instill in them qualities of leadership, cooperation, industry, and integrity; and (d) to equip them with some kinds of trade which will enable them to support themselves financially in times of need. For some selected students the Seminary offers limited opportunity in its various services and industrial units. Various works are assigned and monitored by the Work Program Coordinator.

Volunteer Labour

Every student, regardless of his financial and family status, is expected to contribute the Seminary three (3) hours of volunteer labor a week on non-credit basis for promoting his or her work efficiency and instilling a sense of responsibility which will bring benefits to the Seminary and the society through productive effort. Every student who receives scholarship of any kind is to work five (5) additional hours of volunteer labour a week. Students with family responsibilities of with assignments outside the Seminary may contribute two (2) hours a week approved by the President upon the recommendation of the Work Education Coordinator.

Work for Education

A student who needs financial assistance of some kind may apply for a part time job in the school projects, industry, service departments and administrative offices. When necessary, preference is given to those living in the residences, and those with established financial needs.

Work credit is not payable in cash, but a credit on his/her account would be transferable to the account of an immediate relative (brother, sister or first cousin) only after he/she leaves the Seminary. If this is not done within two years, the credits revert to the Seminary.

Work Departments

The following are available work departments for students:

1. Administrative offices
2. Cafeteria
3. Chapel Building
4. Clinic
5. Dairy/Poultry Farm
6. Dormitories
7. Education Building
8. Estate
9. IT & Media
10. Library
11. Maintenance
12. Mushroom Production
13. Prayer Garden
14. Pre-school

15. Recovery Unit
16. Religion Building
17. Sports
18. Store
19. Logistics
20. Vegetable Garden

Work Education Program Policies. Every semester, all students need to register in various work services and must get “S” grade in order to fulfill graduation requirement. Work grades are assigned by the Coordinator of the Work Education Program in consultation with work supervisors from various work departments. Generally any student who fulfills his/her weekly hours of volunteer work faithfully may earn “S” grade. Additional criteria will be based on the quality of work, initiative, honesty, dependability, resourcefulness, leadership, punctuality, and regularity. Students must repeat the work program that he/she acquires “U” grade by filling the shortage and at the same time fulfill the work program required of the current semester. Alternatively students may make up their grades during the summer session either in the same department or assigned by the Coordinator of the Work Education Program.

Residence Hall Requirements

Because of the commitment to providing a setting and opportunities for the development and transfer of values and beliefs, MUAS operates as a residential Seminary. Thus, MUAS students are required to live 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 students; uncles and aunts i.e. brothers or sisters of parents, who must be married and considered mature, brother or sister who is married or is mature age.]

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

Residence Deans and Assistants

The Dean of Men and the Dean of Women with their assistants and student monitors 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 deans.

Residence Rooms

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.

Guests

Outsiders are not permitted to stay in the hostels. Relatives of students may be permitted to stay up to four (4) days with the specific permission of the respective hostel dean. Guests are expected to abide by the rules and regulations of the Seminary. Community students do not qualify for this guest status and are required to leave the halls by 6:00 p.m. unless special arrangements have been made with the Residence Dean.

ADMISSION INFORMATION

Contacts

MUAS welcomes applications from, and admits, individuals regardless of race, gender, status or religious affiliation. The Office of the Registrar processes applications to all courses of study. Inquiries and applications should be addressed to:

Pan Phyu Hmway, Registrar
Myanmar Union Adventist Seminary
Mosokwin Road, Myaungmya
Ayeyarwaddy Region, MYANMAR

Telephone #: 09771011263

E-mail: muasregistrar@gmail.com or pisiphyu@gmail.com

Web Page: <http://www.muas.edu.mm>

Application Procedure

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

1. A fully completed and signed Application Form.
2. Original transcript of grades indicating the satisfactory completion of accredited Higher Secondary School Certificate (the accumulation of 12 years of schooling).
3. Photo copy of National Registration Card.
4. Recommendation letter from Church Pastor for good character.
5. Two recent passport-size color photographs.

Admission Status

Normally a student is required to present original documents establishing entrance eligibility at the time of the registration. If this is not done, provisional registration for one semester may be granted

by the Academic Standard Committee. A prospective student should do the following procedure for admission and acceptance in MUAS:

1. For academic eligibility for admission to degree courses, applicants are expected to have satisfactorily completed Higher Secondary School (Grade 12).
2. Request an application form from the Office of Registrar with Ks 1,000 application fee.
3. Applicants planning to enter the Seminary's fresher program may be required to take entrance examinations as specified by the faculty.
4. Make sure that the signature of applicant's parent or guardian is in a given slot of the application blank, unless he/she is responsible for his/her own financial account.

Registration Procedure

1. Meet the Registrar for registration and submit re-admission letter.
2. Make financial arrangement with the VPFA and get approval.
3. Meet the VPSA and receive a copy of the Student Handbook and a copy of Student Pledge. If a student plans to stay in the hostel, he/she will need to present his/her acceptance letter and financial clearance paper to the dean of hostel and get his/her signature on the registration form prior to meeting with the VPSA.
4. Meet his/her hostel dean (Boarding student only).
5. Meet work-supervisor for work assignment.
6. Meet curriculum advisor for selection of courses; to be taken and proceed further for approval of the VPAA. Meet the Department Head for schedule of classes.
7. Get approval from the Librarian.
8. Meet the VPAA for approval of class-load and courses.
9. Submit one copy of registration paper to Treasury Office.
10. Submit one copy of registration paper to the Registrar's Office.
11. Keep one copy of registration paper as personal file.

Late Registration

Students are expected to be on time for the opening convocation on the first day of each semester and at the beginning of summer school. A late orientation fee of Ks 6000 will be levied on all those who are absent for this appointment. All students who do not complete registration during the published registration period will be charged Ks 1,000.00 per working day after the first day. In as much as students are permitted only two weeks of absences without penalty, registration after the second week is not normally possible.

The academic year at MUAS 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. 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 Seminary reserves the right to cancel the registration or a student who fails to attend classes or who does not make adequate arrangements to pay his/her tuition fees and others. Registration cancellation does not eliminate the student's obligation to pay the accrued tuition fees and others. Students are not officially registered to 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.

Last Day of Registration

Students should not wait for the last minute to enter a new class or make some changes in their enrollment. However, they must be aware of the end of deadline for changes in their classes. The deadline for the last day of registration is two weeks from the date when classes (instruction) begin as per the Seminary calendar of events.

Changes in Registration

Students are expected to be present for the initial instruction and orientation available in the initial class sessions each semester. Registration for the addition of selected courses to a student's program may be done up to the ninth academic day of the semester (or the second academic day during any session of an inter-semester). A fee of 800 kyats is charged for change of each course and 3,700 kyats for each program (major/minor). In each case a completed Withdrawal Form or Change of Program form must be submitted.

Assessment Tests and Proficiency Examinations

New students are required to take certain assessment tests before they may register. For each examination a student will be charged exam fee. These tests may include the following:

1. English Proficiency Test
2. Business Placement Test

Information Technology & Keyboarding Competency

All new applicants for degree courses are required to demonstrate a working knowledge of practical computing. The Seminary 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. A 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 units

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 NONC sequence.

Re-Admission

Old students who wish to continue to study for a new school year must obtain a Re-admission form from the Office of Registrar and send the completed form to the same office with the application fee of Ks 500 at least one month before the applicants expect to rejoin the Seminary.

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

A student who has been suspended from the Seminary 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.

Student's Governing Bulletin

A student will normally graduate either under the bulletin in force when he/she first entered the Seminary or the subsequent bulletin if he/she chooses it. A student must meet all the requirements of the bulletin in force or the subsequent bulletin he/she chooses. However, if there are changes in the course code, course units, and graduation requirements, the student must follow the current bulletin. The requirement in the current bulletin must be adhered to when the course requires a passing grade which was not stipulated in the student's governing bulletin.

Similarly, if a course appearing in the previous a student's bulletin has been deleted, the student should follow the requirements as stipulated in the current bulletin. If, as a result of some changes made, the student lacks the stipulated minimum number or units for graduation, he/she must take an extra unit from the relevant areas of his/her choice, in consultation with his/her academic advisor.

Orientation

To afford counselors an opportunity to study individual student's needs and to aid a first-year student in the selection of courses and in adjusting to the Seminary environment, there is an initial orientation program during registration in which members of the faculty take part in introducing students to the academic, social, religious, and economic life of the Seminary. Each orientation meeting begins with a spiritual note, followed by introducing students to the social, academic, religious, and financial life of the Seminary. Attendance of orientation meetings is mandatory. A fine of kyats six thousand (Ks 6,000) is levied on any student who does not attend the first meeting.

All new students are expected to be present at the New Student Orientation Program, as scheduled each semester. All first-year students should take the course Orientation to Higher Education: OHED 101 with one unit credit.

FINANCIAL INFORMATION

Introduction

MUAS 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 Myanmar Union Mission of Seventh-day Adventist Church. Therefore, the Seminary management subsidizes the expenses of each student admitted to the Seminary as the fees charged to students do not meet even the operational expenses of the Seminary.

Planning in Advance

Every student who applies for admission to the Seminary is required to make a financial contract with the Seminary for his/her educational expenses. This contract should be done with the VPFA and signed by the responsible parent or guardian before he/she is admitted in the Seminary.

All the Seminary expenses must be paid prior to the school opening day or during registration days. Monthly payment of the Seminary fees should be regularly done during one week ahead of the month. The Seminary may require a three months of school fees (60%) must be paid prior to the school during registration days in each semester. Failure to his/her payment will require a student to work out an agreement with VPFA before the final examination. The following schedule of charges is provided so that students can calculate the cost of education in advance and make arrangements to finance their study program. The rates are adjusted annually to reflect changing economic conditions in the country. The Seminary reserves the right to change the fees without notice. If you have any questions about financing, please call (09-894-571-462).

Payment through Bank Account

The payment for school fees could be sent through a nominated school bank account # CB bank # 0059100100002143. Once it is sent, the sender is required to inform to Business office by calling (09-894-571-462).

Fee Structures

Monthly Fees	(Kyats)
Boarding: Meal Card (Flat)	50,000.00
Hostel Rent (Old)	6,150.00
Hostel Rent (New)	8,000.00
Light & Water	7,400.00
Tuition (16 units) Ks. 3,200 per hour/unit)	51,200.00
Furniture	1,400.00
IT fee	1,400.00
Library	2,100.00
Medical	1,400.00
Recreation/Sports	1,400.00
Publication & Yearbook	1,500.00

Semester Fees	
Admission	4,000.00
Computer Lab	18,000.00
Development	20,000.00
Examination	4,300.00

Other Fees	
Change of Major/minor	3,700.00
Change of Course (per course)	800.00
Re-scheduled Examination	4,500.00
Late Registration (per day)	1,000.00
Challenge Test	4,500.00
English Placement Test	4,000.00
Graduation	40,000.00
Transcript (second time)	6,200.00
Add or Drop a Class Petition (per course)	1,000.00
Comprehensive Examination	9,000.00

Privately Tutor Courses (3 times of the normal rate)

Food Service

The Seminary maintains a Food Service Department, which prepares and serves two balanced meals a day for dormitory students as well as faculty. Those who have medical problem should make a proper arrangement with food service in-charge to have specially prepared meals.

Meal Card System

A flat meal card (30 days) system is used in the cafeteria. A user is charged with a flat meal card withdrawn from Business Office. A boarding students must withdrawn the flat meal cards monthly with the a mount of Ks. 50,000 which is nontransferable and non-refundable.

Refundable Deposits

Certain deposits are required for security purposes. These deposits are refundable six working days after the time a student withdraws from the Seminary and a financial clearance statement has been completed if there are no outstanding damage or loss claims that need to be settled. The major purpose of these deposits is if the student encounters problem in discipline which causes him/her to make unexpected trip for home or emergency case which impels the student to go home.

<i>Security Deposit Required</i>	<i>Kyats</i>
Ayeyarwaddy Mission	15,000.00
Central Myanmar Mission	35,000.00
Southeast Mission	40,000.00
Upper Myanmar Mission	150,000.00
Yangon Attached District	25,000.00

Discounts for Families

Families with at least two siblings and above enrolled at the seminary concurrently are entitled to a level of family Discount. The following level of sibling discounts are applied.

- First child enrolled 0%
- Second child enrolled 25% of that child's tuition fee
- Third child enrolled 50% of the child's tuition fee
- Fourth child enrolled and beyond 100% of that child's tuition fee

Scholarship Grant

MUAS always looks for ways to help poor students who have no other means of financial assistance for their educational expenses by seeking sponsors for them. This scholarship only covers a portion of expenses of their studies. The Seminary has appointed the Student Scholarship Committee to oversee this program of interest on the campus. The following guidelines will be used by the committee in the selection and service of scholarship grants.

1. Guarantee must be taken that a recipient has an academic load of at least 16 units.
2. A recipient must not have any failing, dropped or incomplete grades in the previous semester attended.
3. A recipient must have a satisfactory labor record.
4. If a recipient is under a disciplinary action, the scholarship grant shall be terminated and henceforth denied any form of grant.
5. A recipient must demonstrate an exemplary lifestyle and commitment to Christian standards.

Workers' Children Educational Allowance

Children of Church employees are granted their educational aid in accordance with the Myanmar Union Mission's policy. In order to avoid any inconvenience caused by financial account transference between the institution and Church employees, payment in cash is preferable to financial transaction done with authorized letters or others alike.

Policies for Refunds

When a student registers in MUAS, it is understood that he/she is enrolling for the entire semester or term. A student who

withdraws from MUAS must notify in writing the Accounting Office and the Registrar's notice upon withdrawal. The effective date of withdrawal shall be the date that the written notice from the Office of Registrar is received by the Accounting Office. Withdrawal without the required notification shall not be considered as far as charges herein provided aid concerned.

Refund for Dropped Subjects

1. During the enrollment period but before the start of classes shall be charged full registration fee.
2. 90% refund on the first week
3. 80 % refund on the second week
4. 0 % afterwards, whether or not he/she has actually attended classes.
5. Any student who is suspended or dismissed for cases shall not be entitled to any refund of fees.

Refund for Tuition Fee upon Withdrawal of Enrollment

1. 50 % refund on two month
2. 0 % refund afterwards

Financial Clearance is required from the Finance Office for the following:

1. Registration at the beginning of each semester and inter semester session.
2. Before a student withdraws from the Seminary.
3. Before writing comprehensive examination.
4. Before graduation.
5. Before a degree, diploma, or transcript is issued.

ACADEMIC INFORMATION

Seminary Bulletin

The MUAS Academic Bulletin is the primary source of academic information regarding the Seminary and its programs. It describes the academic policies of the Seminary and defines the requirements that must be met for completing a program of studies. It is the authoritative source of information for the planning of the student's course of study.

The academic program at MUAS 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.

Certificates and Degrees Offered

Myanmar Union Adventist Seminary offers academic programs leading to the following certificates and degrees. Degrees are conferred only upon those who satisfactorily complete the specific requirements for graduation.

Two-year Certificate Programs:

1. Elementary School Teaching Certificate
2. Teaching Ministry Certificate
3. Bible Instructor Certificate
4. Ministerial Training Certificate
5. Denominational Enrichment Certificate

Four-Year Programs Leading to Baccalaureate Degrees

The following degrees offered are based on a four-year curricula:

1. Bachelor of Arts in Education (BAEd)

The four-year curriculum with a major sequence in General Teaching Education leads to the degree of Bachelor of Arts in Education.

2. Bachelor of Arts in Religion (BA Religion)

The four-year curriculum with a major sequence in Religious study leads to the degree of Bachelor of Arts in Religion.

3. Bachelor of Business Administration (BBA)

The four-year curriculum with a major sequence in Accountancy leads to the degree of Bachelor of Business Administration.

4. Bachelor of Business Administration (BBA)

The four-year curriculum with a major sequence in Management & Entrepreneurship leads to the degree of Bachelor of Business Administration.

5. Bachelor of Elementary Education (BEEd)

The four-year curriculum in Elementary Education with a minimum of four fields of Concentration, leads to the degree of Bachelor of Elementary Education.

6. Bachelor of Theology (BTh)

A four-year curriculum with a concentration in religion and related fields leads to the degree Bachelor of Theology.

Not more than one degree is conferred on any student at any one commencement. A student registering for a second degree after the completion of the course requirements for the first degree will register under the then current bulletin and must obtain a new major and a new minor and earn at least a minimum of 32 hours over and above the course required (a minimum of 128 hours) for the first degree. Graduates from other institutions must include in these hours at least half of the upper division hours required in each major and minor field desired.

Liberal Education Program

The academic program of MUAS follows the liberal steam. MUAS offers a four-year curricula which conform, with adaptations to local conditions, to the requirements for the Bachelor's degrees offered by accredited Seventh-day Adventist Seminary and colleges in other parts of the world. Its graduates are accepted by accredited Seventh-day Adventist colleges and universities abroad.

Graduates of MUAS may obtain admission to Adventist International Institute of Advanced Studies and Adventist University

of Philippines in Philippines and other sister institutions around the world for graduate and post graduate studies.

The curricula includes basic general requirements and major and minor or two major fields of study. The basic requirements deal with a wide range of disciplines, while the major and minor fields are each selected from a particular department and are designed to prepare students for employment in these areas or for further study.

Minor Fields of Study

Minor areas of concentration are offered in the following fields:

1. Applied Arts
2. Business Administration
3. General Teaching
4. Health Education
5. Religion
6. World Religions
7. Applied Theology
8. Elementary Education
9. English
10. Home Science

Academic Terms

The academic year starts in June and ends in March, the next year. The academic year consist of two semesters. The first semester starts in June and ends in October, while the second semester starts in October and ends in March. Each semester covers a period of approximately eighteen weeks. The summer term which consists of two sessions begins in the last week of March and ends in the first week of May.

Classification of Students

Students are classified academically at the beginning of each semester. Class standing is determined by the number of units completed in an approved Seminary program. Students may

determine their academic classification according to the following scale:

Class Standing

Generally, students are classified into two groups: lower and upper divisions. However, they are more specifically grouped according to the total number of semester units they have completed as follows:

Lower Division

1. *Fresher*: Students who have fulfilled Seminary entrance requirements and have completed less than thirty-three (33) semester units of coursework with a minimum GPA of 2.25.
2. *Sophomore*: Students who have completed a minimum of thirty-three but less than sixty-six (66) semester units of coursework with a minimum GPA of 2.25.

Upper Division

3. *Junior*: Students who have completed a minimum of sixty-six but less than ninety-nine (99) semester units of coursework with a minimum GPA of 2.25.
4. *Senior*: Students who have completed more than ninety-nine (99) credit units of their undergraduate course work with a minimum GPA of 2.25.

Major

A cluster or sequence of studies from one discipline area requiring thirty semester units or more of which at least eighteen must be in the upper division. Usually comprises a minimum of ten 3-credit unit courses. Some programs may require more credits for a major. The achievement of a ***GPA of 2.25 in the major*** is required for graduation. No credit will be allowed for any grade below “C” in the courses in the major field. Some faculties may require a higher major GPA.

A student who enters MUAS with transfer credits in his major field shall complete at the campus half of the upper division units in his/her major field.

Minor

A minor is defined as a subject concentration of *eighteen* or more semester units of which at least nine must be in the upper division. Usually comprises six 3 credit unit courses. No more than 44 credit units may be applied from a single subject matter area toward graduation except with permission of the Academic Committee. A student who enters MUAS with transfer credit in his/her minor field shall complete at the campus at least half the upper division units in his/her minor field. A grade-point-average of 2.25, calculated on the total units contributing to the minor, is required. No credit will be allowed for any grade below "C."

Change of Major or Minor

Students who change their majors or minors after they have been accepted by the departments concerned must carefully follow the procedure involved in making such changes and must get the approval of all concerned. Such change will involve a great deal of office work such as preparation of new graduation check-sheets. A student must realize that the Seminary may not be able to make arrangements for course offerings, etc. that would be required in such changes as per his/her need. This may cause a delay in a student completing his/her graduation requirements. The fee charged for a change in either major or minor is Ks 3,700.

Major and Minor Cognate Practical Work

Certain departments require as a part of their major and minor requirements practical work to be done in addition to course requirements. Such cognate practical work will be assigned by the major or minor advisor concerned in consultation with the Coordinator of the Work Education Program and the Head of the Department where the student is assigned for practical work. Once a student is admitted to a major or minor that requires such practical work he/she must register with the Registrar's Office on a semester basis for such work as directed by the advisor.

Such work will be evaluated and graded by advisor and the Work Department Coordinator jointly and the student must obtain a

minimum of 2.25 cumulative WHP and for no grading period will a WHP of less than 2.00 be acceptable. If a student for any particular grading period obtains less than 2.00 WHP that many units of practical work will have to be repeated at a subsequent period and completed within a minimum of 2.00 WHP. A student must take counsel with his/her advisor regarding his/her work program immediately after he/she is admitted into a department which requires practical work.

Admission to Majors and Minors

A student admitted into a major field will choose his/her minor field in consultation with his/her major professor or faculty adviser. Approval of the minor field department Head is required. He/she must have completed at least one course from the minor field with a minimum grade of "C" before his/her request for the minor field is approved. The achievement of a GPA of 2.25 in the major is required for graduation. ***No credit will be allowed for any grade below "C" in the major or minor fields.***

A student who has satisfactorily finished 74 units must have completed his/her admission into a major and a minor field. Otherwise, his/her further registration in the Seminary may be refused. Change of major or minor field will be done by approval of the Vice-President for Academic Administration and Heads of Departments concerned. A student who enters MUAS with transfer credits in his major field shall complete at the campus half of the upper division units in his major field.

Class Loads and Credit Units

Under normal conditions, each student is expected to take 16-18 credit units each semester. Students are permitted to take in excess of 19 credit units only under specific conditions. Seminary 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:

1. Student Status	Load Allowance
<i>A fresher will be normally allowed</i>	<i>16</i>
<i>Student with Cumulative GPA of 1.00-1.49</i>	<i>10</i>
<i>Student with Cumulative GPA of 1.50-1.99</i>	<i>12</i>
<i>Student with Cumulative GPA of 2.00-2.49</i>	<i>14</i>
<i>Student with Cumulative GPA of 2.50-2.99</i>	<i>17</i>
<i>Student with Cumulative GPA of 3.00-3.49</i>	<i>18</i>
<i>Student with Cumulative GPA of 3.50-above</i>	<i>19</i>
<i>(a) A fresher who failed in English Proficiency Test will be classified into Level I and Level II. Those who get into Remedial Level I can enroll for 5 college credit hours; those who are in levels II can enroll for 10 college credit hours.</i>	
<i>(b) A fresher who has passed the English Proficiency Test will be normally allowed to carry up to 16 semester credit units.</i>	
<i>(c) Request for overload above 19 units will be approved by the Academic Standard Committee, priority being given to senior students only.</i>	
<i>(d) Under normal condition, students are expected to take at least 9 semester units. But class load less than 9 semester units will need approval of the Seminary President. During the inter-semester the academic load is limited to 6 credit Units.</i>	

The student's GPA is taken from the previous semester. Once the class load is approved and signed by the VPAA, no other alteration in any form is allowed except for the truly unavoidable situation.

2. Credit Units

The academic weighting of each course is indicated by the number of credit units awarded to it. In an interdisciplinary institution a rigid definition of a credit point is not possible, but as a general rule it is expected that during a 18 week semester, each credit point will demand of the average student approximately three units of academic work per week which may include lecture, tutorial, clinical and laboratory appointments, in addition to individual study and research.

One credit unit therefore represents one 50-minute class period per week throughout a semester of 18 weeks inclusive of examinations. An academic load of 3 credit units will thus involve the average student in approximately 48 contact units per semester plus approximately 80–90 units of academic work outside of lectures or classes.

A formula of one credit unit per week be used to compute the inter-semester course load and that the maximum credit point load during the 6 week inter-semester should be 6 credit units. Credits for courses offered before or after the inter-semester, such as intensive courses, internships and practicum can be included above the regular credit units permitted, but should not normally exceed one credit units per week. Course loads will be reviewed by the registrar (or appointees) and students will need to petition to register for loads that exceed these guidelines.

Curriculum Checklist

A curriculum checklist is simply a paper that lists all courses a student must take to graduate. It is given to a student on the day of his/her first registration in MUAS. The courses are listed under a specific semester and students are advised to take them in the sequence they appear unless advised otherwise by their academic advisors.

Admission to Upper Division Courses

Students, who have satisfactorily completed the equivalent of the first semester of the second year (*a minimum of 36 credit units*) with a *cumulative GPA of 2.25* and *ENGL 131-132 College English and ENGL 211 Introduction to Research Writing with a minimum*

grade of “C,” may enter upper division courses with the approval of the VPAA.

Credit Units

A semester unit of credit represents one fifty-minute class period a week throughout the semester and approximately two units of preparation for each class period or one laboratory period two and one-half units in length. Semester credit units for each course are indicated to the right of the course title in parenthesis, thus:

- (3) Indicates three credit units for one semester;*
- (3, 3) Indicates six credit units for two semesters.*

Revisions to Academic Policy

MUAS reserves the right to change any of its existing policies without prior notice. Academic policies developed and announced during the course of the academic year have the same authority as those described in this Bulletin.

The Academic Standard Committee is the final authority on all academic matters. For all situations not stated in this Bulletin, the Committee 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 Committee 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 Committee. All requests for such special consideration should be submitted one week before the Committee meets. Students have the right to appeal decisions and actions relating to their program.

Sequence of Courses

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

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

Class Withdrawal & Auditing Policy

Students may withdraw from classes until the end of the *twelfth weeks* of a semester. The final date is listed in the academic calendar. A “W” is recorded on the student’s permanent record and transcripts.

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

Dropping of Subject

The deadline for dropping of subjects are one month before final examination.

Withdrawal Grades

A student withdrawing from courses *during the twelfth week of a semester* will be assigned no grade and the registration for the courses will be treated as canceled. Any student withdrawing *after the twelfth week with excess absences* in a course shall be assigned an “F” grade in the course.

Auditing

Students may audit a course by the permission of the instructor of the course to be audited, and the Registrar. Audit students are required to abide by the class attendance requirements and to pay regular tuition. 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 *second week of the semester*.

Change of Curricular

Any student may be allowed to drop subjects already enrolled with the approval of the instructors and the Department Head concerned. Addition or substitution of subjects should be done with the approval of the instructor, the Department Head, the Registrar, and the VPAA. This must be done *within the first two week of classes and within three days during summer session*.

Change of subjects shall be allowed with the approval of the Registrar, VPAA, and upon the recommendation of the instructor’s concerned. Changes in registration after one week of classes begins will require the student to pay Ks. 800 per subject.

Attendance at Seminary Appointments

Prompt and regular attendance at all the appointments—classes, chapel assemblies, worship periods, and work assignments—is required of every student. MUAS educational program assumes agreement to certain commitments and duties:

1. Lectures, classes, laboratory and clinical appointments commitments. There is not only the commitment of teachers to students, but also students to teachers and of students to their fellows students to contribute together to the achievement of effective learning and experience in a small group environment.
2. 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 privileges. The duty of stewardship implies a responsibility on the part

of the Seminary and of students to these various sponsors to maximize opportunities, resources and time.

These commitments and duties lead to an expectation of punctual and regular attendance in all (i.e. 100%) classes, lecture appointments, laboratories and clinical or other work experience placements. Students who have had serious absences cannot be considered to have fulfilled the standards implicit in desire & expectation.

The basic of the attendance policy is that no student can be absent himself or herself from a large number of classes without losing significantly from the learning opportunity available to him/her. It will be recognized that missing instruction for any reason, excused or unexcused, may jeopardize the class standing and course grade. 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.

Attendance Policy

The rules on class absences are as follows:

1. Absences immediately before and after vacation periods will be counted as double.
2. Per *Manual of the SSD Education Policy* [FE 6240], “a student who has incurred absences of more than 20% of the required total number of class and laboratory periods in a given time will not be given credit,” for a semester term, covering 18 weeks of classes, the computation is as follows:

Units	Maximum Absences
1	3
2	6
3	9

3. Three late attendances will be counted as one absence. Leave of absence on the campus does not excuse a student from classes or relieve him/her of the required class work.
4. Absence quota is primarily meant for emergencies like sickness or death of one’s very close relative.
5. Classes missed due to late registration are included in the total excused and unexcused absences for the period.

6. Any student whose absence is unexcused is not entitled to the privilege of making up for work missed.
7. The absence may be excused by the VPAA if it is unavoidable, as in the case of illness or extreme emergency; students may then earn a grade by making up for the work missed.
8. Each faculty should submit a monthly report of students' absences to the VPAA.

Student Leave of Absence

Permission for ordinary leave of absence from the campus should be obtained from the respective hostel deans.

Special leaves, including weekend leaves, must be requested to the VPSA. If leave of absence is necessary from classes, a student is advised to inform the class teachers and the work supervisor for absences from classes and work appointments.

A student who plans ***to stop schooling for at least one semester*** is required to apply for a leave of absence through a letter noted by the Department Head and the VPAA.

Class Attendance. Absences affect grades and excess absences may result in an "F" grade being recorded. For this reason student are urged to present reasons for class absences and tardies promptly to the Academic Officer.

Chapel Attendance. Absences from chapel due to illness or emergencies may be excused by the Registrar if reported to his/her office with two working days of the absence. A fine of kyats five hundred (500.00) per unexcused absence thereafter will be charged. Habitual absences without acceptable reason may call for further disciplinary action.

Devotional Meetings. Morning and evening devotional periods are organized by the respective hostels. Prompt and regular attendance for these appointments is required.

Unsatisfactory attendance procedure:

1. Students will be warned verbally if possible by the teacher. In any case they will be notified by their instructor, in writing, when their attendance pattern is putting their study program at risk.
2. The requirement of additional make-up work.
3. Notifying a guardian or sponsor concerning a student's unsatisfactory attendance pattern.
4. Imposing a financial charge for rescheduling of assessments or other academic appointments.
5. Requiring a student to withdraw from the subject, whether the date for withdrawal has passed or not.
6. Withdrawal of permission to sit the final examination.
7. The denial of academic credit.
8. Total absences, excused and unexcused, must not exceed 20 % or eligibility to sit for the final exam is automatically forfeited. Faculties are requested to remind instructors to warn students in writing when absences reach 10 % and enforce this policy if absences exceed 20 %.

Appeals against the decision of the faculty or the registrar will be considered by the Academic Standard Committee. It is expected that the students would still attend classes during the show cause period and the appeal process.

Policies on Non-Regular Study Programs

Special Class. A special class with less than 6 students can be offered to a senior or a graduating student with special needs and is approved by the Academic Committee. The teacher shall meet the class regularly on an agreed schedule. Students enrolled in this class shall pay to the cashier the amount 3 times the regular tuition fee.

Intensive Modular Class. An intensive modular class can be offered to senior or graduating students. The class is a major one. If the class is a minor one it should be a retake for students requesting. The number of meeting units for a 3-unit class is at least 32 units. The GPA of students is at least 2.5 both for minor and major subjects. The program needs approval from the Academic Committee. The class must be handled by a teacher whose expertise

is along the subject requested. The tuition fee charge for such class is thrice.

Independent Study. An independent study program can be offered to a student who has an over-all GPA of 3.0 and is in senior year or graduating with special needs such as students on practicum, conducting feasibility studies or other school-related activities that would prevent him/her from attending regular classes. The course for independent study should not be among the regular course offering for the particular term. This program must be approved by the Academic Committee. The qualified applicant shall pay to the cashier the amount thrice the regular tuition fee. Only one subject at a time shall be allowed.

Privately Tutored Courses. A tutorial study may be allowed in favor of a student who is in the senior year or graduating and has special needs as approved by the Department Head. The qualified applicant has been enrolled in a class that was dissolved or in conflict with another schedule and shall meet with the teacher regularly on an agreed schedule of up to 32 units. This may be preferred by a low performer for a major subject. The student should pay to the cashier an amount equivalent to three times the tuition fee of the subject.

Guidelines on Field Trips

1. Field trips will be required in major subjects only but they are allowed for minor subjects as supplemental learning but not compulsory.
2. Field trip requirement for a major subject will be indicated in the semester's course offering. Plans for field trips should be included in the teacher's syllabi to be submitted at the beginning of each semester to the office of the VPAA.
3. Deadline of application for field trips will be on or before the end of the first month of the semester to avoid crowding and conflict schedules. Places to be visited; complete list of students, purpose of the visit, time and date should be outlined in the request with proper signatures of the instructor, given to VPAA, VPSA and the President.
4. All field trips should be in or between August and November.

5. No field trips should be held two weeks before the final semester examination.

Courses in the 490's

Entry into any course numbered in the 490's is subject to the approval of the Department Head. Such courses are open only to majors who have completed at least half of the upper division requirements in their major field and have a ***GPA in the major field of 2.50***. In projects, problems, and practicum courses a minimum of fifty-four clock units of work is expected for each semester unit of credit.

Repeated Courses

A student is not expected to repeat a course in which a minimum grade of "C" was earned. In attempting to improve GPA (over-all major or minor) a student must first take courses not already completed or those in which a grade of "D" or below was obtained.

A fourth-year student may not repeat first-year courses.

This does not apply to basic or general electives. Grades for all repeated courses are recorded and the grade-point average is computed on the basis of total units attempted. The student who repeats a course is required to repeat all the class works of the course, including practical requirements.

Cognate Requirements

A cognate is a requirement in the major or minor field, but outside the department itself, which a student must complete for graduation. Unless otherwise specified, a minimum grade of "C" meets the requirements in a subject taken as a cognate. Honor units earned in cognates are not included in the GPA calculations for the major or minor.

Examination Policies

Two major examinations are given during the semester. Teachers require an examination pass from a student before he/she is allowed to take any of the exams. No advance or delay examination is given to any student except on cases of illness of the student or death or serious illness of any of the immediate members of the family.

The responsibilities and roles of students and the Seminary are outlined below:

1. A student must be present for all scheduled examinations.
2. Do not make any travel arrangement during the published examination period.
3. The student must carefully note examination appointment.
4. Excuses such as forgetfulness and wrong notation of examination timing will not be considered as valid reasons for giving special examinations.
5. Student who comes twenty minutes after the examination has commenced will not be allowed for taking that examination.
6. Mobile phone is not allowed in the examination hall.

Special Examinations. If an examination cannot be taken at the scheduled time for reason acceptable to the Academic Standard Committee, provision for giving a special examination may be granted by the same Committee upon the recommendation of the VPAA. Such examinations will be conducted under the supervision of the VPAA. A fees of 4,500 kyats will be charge for each examination.

Exemption Examinations. Special course requirements for a degree, such as courses within the prescribed group, within or accompanying a major or a minor, or prerequisite to more advanced course, may be waived wholly or in part upon the student's passing with a minimum grade of "C" an examination covering the part or parts submitted for exemption. Such examinations, for which no credit is given, are prepared and administered under the direction of the VPAA. Requests for such examinations must be made during the first three semesters in residence. A fee of 4,500 kyats is charged for an exemption examination.

Special Proficiency Examination. For students who have studied for examinations in other recognized institutions and kept all terms, but have not been granted credits due to unavoidable circumstances, such as Sabbath examinations, or for other reasons considered valid by the Academic Standard Committee, special proficiency examinations may be given. Credit earned by such examinations may apply toward graduation, but not more than 20% of the hours required for graduation may be earned by proficiency examinations. Such examinations are prepared and administered under the direction of the Academic Standard Committee through the VPAA. A fee of 4,500 kyats will be charged for every hour of credit or part thereof for which the proficiency examination is administered.

Academic Dishonesty

Academic dishonesty includes: falsification of official documents; plagiarism; presenting assignments or reports that are not based on the student's own work; using materials during a quiz or examination other than those specifically allowed by the instructor; stealing, accepting, or studying from the paper of another during a formal or take-home examination or quiz. Collaborating in dishonest acts is also punishable.

Procedures for Dealing with Cheating. If a lecturer/invigilator observes or suspects a student is cheating in an examination or class test the lecturer will normally: discuss the matter with the student to establish the facts and secure the evidence.

Penalties for Academic Dishonesty. This refers to any act of dishonesty or deception in dealing with someone, in the performance of duties or the conduct of studies, activities, research and academic work, or during an examination, test, or quiz.

1. A student who indulges in any unlawful or unfair means in an examination will be immediately barred from proceeding with that examination and from taking any subsequent examination during that examination period.
2. In these courses the student will receive "F" grades.
3. The student will also be debarred from attending the Seminary for one semester.

Grading System

Examinations are integral part of instruction and shall be administered by the instructors for the purpose of evaluating a student's performance. Functions of grading are:

1. To describe unambiguously the merit or value of the work accomplished;
2. To improve the capacity of students to identify good work;
3. To stimulate and encourage good work by students;
4. To communicate the teacher's judgment of the student's progress; and
5. To select people for rewards or continued education.

Myanmar Union Adventist Seminary uses the following grading system:

Grade	Percentage	Grade Point Average	Definition
A	95 – 100	4.00	Excellent
A-	90 – 94	3.67	
B+	85 – 89	3.33	Very Good
B	80 – 84	3.00	Good
B-	75 – 79	2.67	Fairly Good
C+	70 – 74	2.33	Fair
C	65 – 69	2.00	Satisfactory
C-	60 – 64	1.67	Minimally Satisfactory
D+	55 – 59	1.33	Poor
D	50 – 54	1.00	
D-	45 – 49	0.67	
F	0 – 44	0.00	Failure/Unsatisfactory

Special Grades:

AU	<i>Audit</i>
S	<i>Satisfactory: Passing</i>
U	<i>Unsatisfactory: No credit</i>
W	<i>Withdrew from class before 12th week of semester</i>
FA	<i>Failure for lack of attendance</i>
I	<i>Incomplete: Work not completed</i>
NG/NC	<i>No Grade/No Credit</i>

Incomplete Grade

A semester grade of “I” is given by the Academic Standard Committee only on grounds of unavoidable circumstances beyond the student’s control, and upon the recommendation of the teacher concerned, and the VPAA. Normally such requests must be submitted three weeks prior to the end of the semester. If the incomplete grade is not removed within the next semester or summer session as the case might be, it becomes an “F.” A course taken previously, in which an “Incomplete” still exists, is counted as part of the class load.

Authorization for an “incomplete” semester grade cannot be granted on the grounds of extra-curricular load, excessive work schedule, failure to do an assignment, or failure or inability to master the material of a given study. These difficulties must be met by wise scheduling at the beginning of the semester and by program adjustments within the allowable limit (up to the first thirteen weeks of the semester).

Unsatisfactory Grades

A student receiving a grade of “F” in the first semester of a hyphenated course, that is, an integrated sequence to be taken consecutively and completely before the credits can be applied toward graduation, may not continue with the second semester until the first has been successfully completed. A student receiving a “D” grade in such a course, or in a course in which the first semester is prerequisite to the second semester, credit for which is to be applied toward a major or minor sequence, may proceed with the second semester only upon the approval of the Academic Standard Committee.

Change of Grades

Grades once turned in to the Admission Director/Registrar by the instructor may not be changed unless an error has been made by the teacher, and the validity of such an error is approved by the Academic Standard Committee.

“NC” OR “NG”

Students who did not take the final examination in the subject and his/her performance throughout the term was not

considered satisfactory enough to merit a final passing grade may be granted a final grade which does not earn credits but which does not indicate failure either (such as “NC” for No Credit, or “NG” for No Grade). Such a grade is permanent and cannot be changed subsequently.

Grade Point Average

A student’s grade-point average is computed by dividing the total number of honor units earned by the total number of units attempted. Units for which “F” is received is included in computing the grade point average, but the symbols “W” or “AU” are not included in computing the grade point average.

A cumulative “C” average (GPA 2.00) is required for graduation and for advancement from the lower to the upper division. It should be noted, however, that a GPA of 2.25 in the courses comprising the major is required for graduation.

Rescheduled Examinations

Students who do not take examinations on time except for those who could not secure permits due to financial problem, due to sickness, due to death of an immediate family member, have to pay Kyats 4,500 to the cashier. This fund should be for the department which he/she is enrolled.

Academic Grievance

Any student desirous of expressing concern regarding instructional matters such as perceived unfair grading, cheating, or general misunderstanding, should confer with the instructor, the department Head before the matter is taken to the VPAA. Any complaint brought to the VPAA must be made in writing through the Department Head.

Academic Warning

A student whose cumulative grade point average is 2.25 or higher, but whose semester average is below 2.00, will receive a warning letter from the VPAA. A copy of the letter will be sent to

the student's Department Head to ensure appropriate advice for the coming term.

Time Limits for Degrees

Once residence has been established, a student is expected to complete the requirements for graduation within 10 years. Academic credits for courses that are more than ten years old will be re-evaluated by the Head of the Department and the VPAA, and their recommendations placed before the Academic Standard Committee (ASC). Normally, credits with a "D" grade are not counted toward graduation if they are more than ten years old. There may be other courses in the department that will have to be updated as per conditions that are laid down by the ASC.

Comprehensive Examinations

Each candidate for a degree must successfully pass a series of written and oral (and practical if any) comprehensive examinations covering his/her major and minor fields of concentration and general knowledge.

These examinations are intended to examine comprehensive knowledge of the major and minor fields of study based on the courses the student has taken while in the Seminary. It also attempts to measure the understanding of principles involved in academic pursuits of these areas in study. These will ordinarily be given to all candidates for degrees during the candidate's last semester of study or during the summer school for those completing their graduation requirements during that term of the academic year.

Candidates will be recommended for comprehensive examinations only if they have the minimum grade-point-average required in the major, minor, upper division, and overall by the semester ending prior to the writing of the comprehensive examinations; or if they are registered to complete all unfinished requirements by the end of the semester in which the examinations are to be attempted. A student who is deficient in the work he/she has already taken cannot be a candidate for the comprehensive examinations until such deficiency is satisfactorily met.

If the comprehensive examinations are held in a semester after the mid-term grading, the grades earned during that period will be considered in approving the student for the examinations. So an unsatisfactory grade at that level will make the student ineligible for comprehensives.

A student who is on probation due to citizenship or any other reasons may not be a candidate for comprehensive examinations.

A student who has not met his work education requirement satisfactorily will also not be recommended to be a candidate.

A student intending to take comprehensive examinations is not allowed to register for any external or correspondence works during that semester. Comprehensive examinations are held three times each school year and to be taken when scheduled and no special nor re-examinations be given.

Senior students planning to write the comprehensive examinations are urged to join the comprehensive examination coaching class. This is counted as a non-credit two-hour class load and monthly tuition is charged accordingly. In any case, all students writing the comprehensive examinations are expected to register for this class in the term in which they are writing the examinations.

A student who fails the comprehensive examinations in his major and/or minor may register for a major and/or minor comprehensive examination coaching program. Such a student will receive tutorial assistance from the departments concerned for the comprehensive examinations. This is done under the supervision of the department chair concerned. For registration and tuition charges, such tutorial assistance is treated as 8 units of class load. If a student fails twice, he will then be required to register for major and/or minor comprehensive examination coaching before he is permitted to sit for the examination the third time.

Students Records and Transcripts

The Office of Registrar is the center for the co-ordination of all academic and non-academic records of students. These records include such information as admission, scholarship, and the scores of standardized tests. Also available are non-academic records dealing with health, vocational interests, and co-curricular activities.

It issues transcripts of student's permanent records. Transcripts are issued only upon written request from the student or from the proper authorities. A fee of Ks. 6,200 per transcript is charged except the first copy for a student's record. Students who wish to withdraw their transcripts should apply three working days in advance.

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

Transfer of Students

1. Transferred students from other educational institutions must have GPA of 2.25. The courses to be credited shall be determined by the Academic Committee.
2. Transfer credits will not be marked on students' record until they have completed at least 16 units with a GPA of 2.25 or higher.
3. The credits earned must be essentially equivalent in quality and quantity to the courses to be substituted for the program of MUAS.
4. Only courses with a minimum grade of "C" or higher can be transferred. Transferred credits are not calculated into the Student's GPA.
5. A transferred student must meet MUAS residence requirements and complete at least 36 units at MUAS and do a minimum of 12 upper division credits in his/her major field of study.

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 and will give Ks 4,500.00 per course.

The regulations governing challenge examinations are as follows:

1. The student shall consult with the Head of Department and present such evidence as is available to demonstrate that they are appropriately prepared to sit for a challenge examination.
2. When a Head of Department recommends a challenge examination the student shall submit to Registrar's Office the appropriate application form endorsed by the Head of Department with a statement of the basis of the recommendation. Permission to sit a challenge examination is granted after the payment of the published examination fee.
3. Approval is required from the VPAA who shall be satisfied that the application is in order.
4. The following courses are not open to credit by challenge examination:
 - (a) *Subjects for which the student has previously been awarded a grade of "S" or "U."*
 - (b) *Lower level courses in a discipline where a student has taken advanced level courses.*
 - (c) *A maximum of 12 credit units towards a Baccalaureate degree may be granted as credit by challenge examination.*
 - (d) *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.*
 - (e) *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, a "S" grade will be issued.*
 - (f) *Challenge examinations shall be administered by the Registrar.*

Senior Student for the First Year Courses

A student who wants to appear in the comprehensive examination must check his/her grades before one semester ahead.

A senior student may register for a first-year course (100 to 199) but will not get credit if, at the point of taking the course, he or she has already completed 96 units. It is therefore strongly advised that students line up their courses according to their academic classification.

All courses numbering 100 to 499 carry transcript credit with full value toward meeting a departmental or bulletin requirements.

However, there is one exception, namely that of a fourth-year student (as classified by this bulletin) taking courses numbering 100 to 199.

When such courses are taken at the fourth year level, they are considered as having met the bulletin requirement, but they can no longer be included in the required 128 units for graduation.

Course Requirements

Students are advised to follow the sequence of semester-course offered in consultation with their major and minor professors to avoid conflict of schedule later. The following course requirements are implemented by instructors:

1. **Reading Requirements:** This includes basic reading of the textbook(s) of the course and other related materials like books, pamphlets, and articles available to the students.
2. **Research Work:** All courses should require a research paper in any of the following forms:
 - (a) *Term Paper*
 - (b) *Position Paper*
 - (c) *Reaction Paper*
 - (d) *Comprehensive Reading Report*
 - (e) *Case study Report*
3. **Oral Participation and Report:** The instructor assigns a definite topic for which library resources are available. Students are to share it to the members of the class.
4. **Mid-term and Final Examinations:** A student is expected to pass two course evaluations of the content and substance of the lectured materials.
5. **Projects:** A project may be required under extreme cases when a student needs to do some make up work to improve

his/her class standing. Economy, practicality, and relevance to the course of study should be the main considerations for project requirements.

- 6. Field Trips and Educational Tours:** To reinforce the learning process, actual observation through field trips, and educational tours may be resorted to.
- 7. Quizzes and Assignments:** Students should expect from the instructor announced and unannounced quizzes and regular class assignments.

Student Recognition

Awards are given for outstanding citizenship, high scholastic achievement, and perfect attendance. The possibilities of including other awards are being worked out.

Academic Recognition

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 and with no grade below B-)

3.75 – 3.89 magna cum laude

(with great distinction and no grade below B)

3.90 – 4.00 summa cum laude

(with highest distinction and no grade below B+)

Academic Honor Criteria:

1. Have a load of no less than 16 credit units (or its equivalent) every semester.
2. No grade below (B-) in any subject.
3. No repeated courses to raise GPA.
4. Have commendable citizenship record.
5. Be actively involved in service-oriented activities such as community outreach, work education program, and religious activities (on and off-campus).
6. Demonstration of consistent living and lifestyle.

Policies in Scholastic Standing

1. The Seminary in exercising academic freedom shall guarantee that the Academic Committee has full control of the functions of “Who may teach, What may be taught, How it should be taught, How it should be grading, and Who may be admitted to study.”
2. The Academic Committee holds the authority to prescribe the curricular and disciplinary rules, to fix the requirements of academic as well as for graduates, and to confer degree—subjects confirmed by the Board of Trustees.
3. Every faculty member shall submit his/her report of grades not later than one week after the last of the examination period at the end of the term.
4. In order to preserve transparent on the papers, all answer papers should be returned to students before submitting the grades to the Office.

Scholastic Probation and Dismissal Policy

A student is placed on scholastic probation when his/her Grade Point Average (GPA) at the mid-semester or semester falls below C (2.00). A student on scholastic probation may be required to reduce the class load, curtail extracurricular activities, improve study methods, and/or adjust the work education program. While on probation, the student may be required to submit frequent progress reports to the advisors and to the VPAA.

A student may be asked to withdraw from the Seminary if he/she has been on scholastic probation for three consecutive semesters and whose cumulative grade point average falls below 2.00. A student thus dropped may be readmitted only at the discretion of the Academic Committee and upon evidence that the cause of poor scholarship has been removed.

Any student whose GPA does not meet the criteria for graduation is on academic probation. The following are two categories of students that can be on academic probation:

1. Students with GPA lower than 2.00 are not eligible to hold office in any student organization,

2. Students on Academic Probation may register up to a maximum of 12 units.

Graduation

A student has the option of qualifying under any bulletin in force during the time of residence at the Seminary. In other words, it is his/her privilege to request for change of the bulletin for his graduation requirements. The change, however, should be only for the one published after the year the applicant initially registered at MUAS. When the change is accepted, it also means that the applicant is responsible to meet all the requirements specified by that bulletin.

It is the general policy of the Seminary not to make changes in the requirements of the bulletin for a particular year once it has been published. However, if it is discovered that an error or omission has been made in a particular bulletin, such mistakes will be rectified and published for all concerned. Therefore, the provisions of this bulletin are not to be considered as an irrevocable contract between the student and the Seminary. The Seminary reserves the right to change it for the good of the institution and students.

A student who continues study for graduation after having received a certificate or a degree must meet the requirements of the bulletin current at the time of re-registration.

The annual commencement exercise is held annually at the end of the second semester in March at which time degrees are conferred upon the members of the Senior Class who have completed all requirements. Students who complete their requirements during the first semester or summer school will receive their degrees at the following commencement. Students are invited to participate in the annual exercises but may be granted exemption by permission from the Seminary President. All graduating students, whether participating or in absentia, are required to pay a graduation fee of kyats Fourty thousands (40,000.00).

To be a candidate for graduation, a student must make application to the Admission Director on the "Application for Graduation" form not later than 60 days before the end of the

regular semester. Membership in the graduating class is subject to the completion of the following requirements:

1. Settlement of all financial responsibilities at the Business Office.
2. Completion of all curriculum requirements of a major field (principal subject) and one or more minor field or fields of concentration (subsidiary subject); or two major fields or an enhanced major with a minimum over all GPA of 2.25 and with no grade below “C” in major and minor fields.
3. Approval of the application for graduation by the Academic Standard Committee.

Graduation in Absentia

Attendance at the commencement exercises is required of the candidate for a degree or certificate. A student may graduate in absentia upon the recommendation of the President of the Seminary. The request should be made at least three weeks before the graduation, and permission will be granted only in the case of evident necessity and on payment of the fees involved.

Admission to the Graduating Class

The Senior Class is organized at an announced date following the second semester comprehensive examinations. Students who have successfully completed the comprehensive examinations and have completed all course requirements or are registered to complete all unfinished course requirements for the degree within the semester prior to graduation are eligible for regular membership in the Senior Class. Students, enrolled in certificate programs who are registered to complete all unfinished requirements within the semester prior to graduation and have met all other requirements of their curriculum, are eligible for associate membership in the Class.

Issuing of degrees

The degree is issued only to student who have completed all requirements and cleared all financial obligations with the

Seminary. The degree is sent directly to the student, but only upon a written request. The student may also collect the degree in person. The degree is issued once. Only in extraordinary circumstances and/or situations can the degree of duplicate be reissued, and that too only at the recommendation of the Academic Standard Committee.

Graduation Requirements

Residence Requirements. A student who has earned 12 semester-credit units and maintains his/her regular attendance for either one semester or consecutive semesters establishes his residence. If a student has not carried his/her residence which had once established for another two semesters and one summer, he/she breaks his/her residence. He/she must register in the second semester or summer session if he/she wants to keep his/her residence. A student who breaks his/her residence more than two semesters and one summer session may request to graduate under the current bulletin.

A minimum of 32 semester-credit units in a four-year program and 16 semester-credit units for a two-year program must be completed on the campus. For a senior student, his/her senior year must be completed on campus, except for students completing at other Adventist Institutions.

Student Responsibility. The responsibility for meeting graduation requirements rests primarily upon the student. Students are expected to be aware of the various requirements as published in the bulletin under which they plan to graduate. They should acquaint themselves with the requirements of this bulletin and, beginning with the fresher year, plan their Seminary program to meet these requirements. They should consult with their Department Head, the Registrar, and the VPAA in planning Seminary coursework.

Requirements for the Bachelor's Degree Curricula. The bachelor's degree curriculum includes: (1) general requirements common to all; (2) certain basic or general education studies regarded as essential to all students; (3) a major field (principal subject) and one or more minor fields or fields of concentration (subsidiary subject); or two major fields or an enhanced major selected by the individual student in accordance with personal interests, and (4) certain specific requirements.

If a student is required to take remedial course—credit for which does not apply toward graduation, it is understood that it may not be possible to complete the four-year curriculum within the normally allotted time.

General Requirements. Generally, all students must complete the following requirements.

1. The entrance requirements listed in the bulletin.
2. Completion of the basic education requirements listed in the Bulletin.
3. A minimum of 128 units of credit, applicable towards graduation.
4. A cumulative GPA of 2.25 and no credit below “C” in the major and minor requirements.
5. A minimum of 40 upper division units with a “C” average, 24 of which must be done in residence.
6. A minimum of 24 semester units done in residence preceding graduation.
7. At least half of the upper division units in the major sequence completed in residence.
8. Satisfactory completion of at least one major and one minor sequence (or more than one field of concentration), or two major sequences, or one enhanced major. Major and minor sequences require a minimum GPA of 2.25.
9. Satisfactory citizenship recommendation.
10. Satisfactory participation in all co-curricular activities and all required field trips.
11. Successful completion of the comprehensive examinations.
12. Filling of application for graduation at the last semester of the senior year and membership in the graduating class organization unless exempted by the Academic Committee for valid reasons. All students graduating from MUAS are expected to attend the graduation ceremony unless granted specific permission to be graduated in absentia by the Academic Committee. Permission should be sought at least one month before graduation. Permission to be exempted from graduation should be given only if the reason is valid.
13. Settlement of all account.

Not more than one degree is conferred on any student at any one commencement. A student registering for a second degree after the completion of the course requirements for the first degree will register under the current bulletin and must obtain a new major and a new minor; and earn at least a minimum of 32 units and above the units required for the first degree. Graduates from other institutions must include in these units at least half of the upper division units required in each major and minor field desired.

The Academic Standard Committee 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 chair persons.

CURRICULAR INFORMATION

Courses Level and Coding

The Seminary uses the Higher Education General Information Survey (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.

Course Numbering

The course numbers contain three digits:

- 000 – 099** Remedial courses that do not carry academic credit
- 100 – 199** Lower division courses for first-year students—freshers
- 200 – 299** Lower division courses for second year students—sophomores
- 300 – 399** Upper division courses for third year students—juniors
- 400 – 499** Upper division courses for fourth year students—seniors

In broad terms, a *first level course* is normally taken by freshers 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 deepens the conceptual base and student skills and understanding in the discipline.

Courses taken at the 300-399 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

The 400-499 level courses intended for seniors provide opportunity for in-depth research.

Odd numbers (215, 217) usually imply first semester courses, and even numbers (216, 218) are second semester courses.

Hyphenated courses (131-132) indicate an integrated sequence to be taken consecutively before credit can be applied toward graduation.

Course numbers separated by a **comma (291, 292)** indicate that each semester's work may be taken independently of the other and credit received for the work of a single semester.

A course separated by a **semi-colon (371; 372)** indicates that the first semester is pre-requisite to the second. However, the first semester taken alone carries toward graduation.

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

The course numbers in each department are prefixed by an alphabetical symbol as follows:

ACCT	Accounting
AAAG	Agriculture
BIOL	Biology
BOTN	Botany
BUAD	Business Administration
CISY	Computer Information Systems
CHEM	Chemistry
ECON	Economics
EDUC	Edu–Curriculum & Instruction
ELED	Elementary Education
EDLA	Library Science
ENGL	English
FINA	Finance
GEOG	Geography
HLED	Health Education
HIST	History
HMNT	Humanities
HOSC	Home Science
IART	Industrial Arts
MATH	Mathematics
MGMT	Management
MKTG	Marketing

MUCT	Music Theory
MYMA	Myanmar Language & Culture
OFAD	Office Administration
PHIL	Philosophy
PSYC	Psychology
RELB	Religion – Biblical Studies
RELH	Religion — Historical Studies
RELL	Religion – Biblical Languages
RELR	Religion – World Religions
RELP	Religion – Pastoral Studies
SOCI	Sociology
SEED	Secondary Education

Alternate Courses

In order to enrich the curriculum without increasing the expenses of additional staff, certain courses may be offered in alternate years only. The Seminary reserves the right not to offer courses when the enrollment is insufficient.

Basic Education

Rationale. MUAS 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. 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:

1. Develop an integrated understanding of various roles of the arts and culture, religion and faith, and science and technology in the establishment and development of society.

2. 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.
3. Develop skills for reflection, analysis, criticism, synthesis, and an openness of mind for philosophical reflection.
4. Articulate an argument or point of view to communicate it effectively in writing and speaking.
5. Appreciate the value of collaborative endeavor and develop skills of teamwork.
6. Develop attitudes of stewardship and ethical responsibility toward humanity and the environment.

Vocational Courses

Students must meet their Applied Arts requirements from the following subjects:

AAAG	103	Introduction to Agriculture	(2)
AAAG	152	Gardening & Vegetable Production	(2)
HOSC	125,126	Embroidery and Knitting	(3, 3)
HOSC	245	Baking and Confectionery	(3, 3)
HOSC	202	Flower Arrangement	(2)
HOSC	402	Weaving	(3)
IART	117-118	General Woodwork	(2-2)
AAIA	152	Arc Welding	(2)
AAIA	201	Carpentry Fundamentals	(3)
AAIA	202	Masonry Fundamentals	(3)
AAIA	257	Machine Woodwork	(2)
AAIA	211	Maintenance Technology	(2)
CISY	201	Data Processing – Excel	(2)
CISY	203	Power Point	(2)
CISY	302	In Design	(2)

Basic Education Requirements

The General Education program provides students the opportunity to develop and practise basic skills (writing, speaking, analytical thinking, and information literacy) in the context of a wide variety of disciplines. In these distribution courses students will:

1. Explore fundamental concepts of the humanities, social sciences, and natural sciences for personal and professional fulfillment.
2. Understand fundamental methods of scientific investigation and quantitative thinking.
3. Acquire knowledge of belief systems, values, and ethics.
4. Explore the diversity of human expression provided by literature, humanities, and arts.
5. Integrate the principles of physical, mental, social, and spiritual health into the activities of daily living.

A total of 41 units are required to fulfill the general education courses requirements. Students are supposed to with their advisors to see if certain classes are required within the subject areas.

Required Units by Subject Areas:

Religion	12
Language Study	12
Health	2
Humanities	2
Applied Arts	2
Philosophy	6
Social Science+Value Education	5
Total	41

Religion Courses: 12 units

REL B	105	Life and Teachings of Jesus Christ	(2)
REL B	291,292	The Book of Daniel & Revelation	(2, 2)
		<i>(Credits do not apply to Religion Major/ minor)</i>	
REL B	203	Christian Beliefs	(3)

RELB	282	Spirit of Prophecy & SDA Church History	(3)
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Language Studies: 12 units

MYMA	101,102	Myanmar Language & Culture	(2, 2)
ENGL	131–132	College English	(3, 3)
ENGL	211	Introductions to Research Writing	(2)

Health: 2 units

HLED	121,122	Principles of Health	(1,1)
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Humanities: 2 units

MUCT	101	Fundamentals of Music	(2)
MUED	111	Piano I	(1)
MUED	211	Piano II	(2)

Applied Arts: 2 units

To be taken from vocational courses other than major or minor required courses.

Educational Philosophy: 6 units

EDUC	210	Integration of Faith and Learning	(3)
EDUC	301	Philosophy of Adventist Education	(3)

Social Science & Values Education: 5 units

PSYC	141	General Psychology	(3)
OHED	101	Orientation to Higher Education	(1)
IVED	103	Work Ethics	(1)

Co-Curricular Requirements:

NONC	016	Master Guide	(S)
NONC	028	Leadership Skills	(S)
NONC	039	Work Education	(S)

Non Departmental Courses**AAAG 103 Introduction to Agriculture (2)**

A general course to acquaint students with the branches of farming that come under the name “agriculture” with an introduction to the many problems a farmer encounters. Laboratory and field trips as required.

AAAG 152 Vegetable Production (2)

A study of the vegetable gardening with emphasis on the preparation, cultivation, and fertilization of garden crops. One lecture period and two laboratory periods per week.

AAIA 117–118 General Woodwork (2-2)

A study of wood and basic woodworking tools and processes, care and use of tools in the shop. Practice in construction as per blueprints. One lecture period and two laboratory periods each per week.

AAIA 152 Arc Welding (2)

Instruction in operation of A. C. arc welding equipment. Welding practice using typical joint design, special arc welding applications. One lecture period and two laboratory periods per week.

CISY012 Word Processing (2)

A course designed to teach the basic functions of a Word Processing program as well as how to properly format documents such as letters and memorandum.

This course also covers additional instruction and practice with letter styles, tables, charts, and reports plus advanced features of Word Processing software such as merge outlines, graphics, and styles.

CISY201 Data Processing—Excel (2)

This course provides a working knowledge of electronic spreadsheets using Microsoft Excel. Students will learn how to design, create, modify, and present professional-looking spreadsheets for use in today's workplace.

CISY203 Power Point (2)

Prerequisite: CISY112 MS Microsoft Word

The course is designed for students who want to gain the skills necessary to work with design templates, various types of diagrams, special effects, custom slide shows, charts, images, objects, and presentation preparation.

CISY302 InDesign (2)

It is also a Word Processing Software especially dealing with page layout, construction of documents and publication, graphic and text formatting, composition and typography, etc.

MUCT 101 Fundamentals of Music (2)

Credit does not apply toward a major or a minor.

A course in the basics of music theory including notation, scales, intervals, time values, key signatures, and transposition.

MYMA 101,102 Myanmar Language & Culture (2, 2)

Credit does not apply toward a major or minor.

It deals with the grammar and composition of the Myanmar language paying attention to the parts of speech, sentence construction, and vocabulary building. Integrate in the curriculum is basic study of culture and tradition of Buddhist Myanmar.

OHED101 Orientation to Higher Education (1)

A course designed to help students to understand the objectives of a higher education, its values and challenges. It also acquaints students with the system of education and work education followed at Myanmar Union Adventist Seminary and shows how to get the most out of the seminary life. Required of all students in their first semester or in their first year.

IVED 103 Work Ethics (1)

A study of unique features of Adventist philosophy of education in which manual and socially useful productive work that will equip the students with livelihood skill, enhance harmonious development and wellbeing of individual.

ENGLISH LANGUAGE DEVELOPMENT PROGRAM

(Credit does not apply toward graduation)

Director:

Zam Lian Mung, BA-English

Faculty:

Awa Lone Kon, *BA, Edu., BA, Rel., MAT—English
Emphasis (part-time)*

Kai Ji Tat Li, *BLA Religion, MMin.*

Ram Kip Thang, *BBA, M.Com*

Salome Tin, *BLA, MA-Ed, PhD in progress*

Under the non-credit English Language program, all the new applicants to the college program are required to take English Placement Test to determine their level of the English language proficiency. Those who pass the English Placement Test are allowed to register as regular students enrolling for College English and other college credit courses.

Those who score below 40% will join Remedial Level I (10 units) and at the same time can take 5 credit units of regular courses. Those who score between 41-64% can enroll for Remedial II (5 units) and take 10 credit units of regular courses.

The Remedial English program consists of two levels.

Level I: Emphasizes on the eight parts of speech and basic grammar with basic 4 skills

Level II: Emphasizes on basic reading and writing, vocabulary building with basic 4 skills

Placement Test Score

40% and below

41-64%

Remedial English Level

Level I

Level II

Goal and Objectives

Goal: Remedial classes are designed to help students to improve their four communication skills in English Language so that they may be ready for the College English and other regular college classes.

Objectives: By taking the Remedial English courses, it is hoped that students will be able to:

1. Understand the use of the eight parts of speech;
2. Construct grammatically correct simple sentences;
3. Compose proper paragraphs;
4. Communicate in and outside the classroom in simple English.

Courses in the Program

Curricular Section:

ENGL 05 Level I Emphasizes on eight parts of speech at its literal level with basic 4 skills

Unit hours:	15 hours
Class Schedule:	3 tutorial hours daily: Monday-Friday
Laboratory hours:	Listening General reading Speaking 1 hour daily

ENGL 09 Level II Emphasizes on basic reading and writing, vocabulary building with basic 4 skills

Unit hours:	10 hours
Class Schedule:	2 tutorial hours daily: Monday-Friday
Laboratory hours:	Listening General reading Speaking 1 hour daily

***There will be a combined final examination on the four skills at the end of the term for Level I and II Remedial students. Those who get 65% (C) will be eligible for ENGL 131 College English. Or if the students at any level take the English Placement Test at its proper time and score 65%, they are regarded eligible for ENGL 131-132 College English.

Practical Section

In order to facilitate on-campus English Language Development, the following items of activities are suggested to implement in the campus.

1. Encourage the use of English medium in extra-curricular activities such as morning and evening worships, social games etc.
2. Conduct separate programs for worship services such as prayer meetings, vespers, Sabbath schools, and divine worships for Remedial English students and all those who are interested to improve their English communication skills.
3. Set aside certain days on which classes are conducted through English medium of instruction such as Mondays, Wednesdays, and Fridays.
4. Conduct some special activities such as play (drama), coral reading, short speeches, recitation and language talent night using English as a medium.

PROGRAMS OF STUDY

DEPARTMENT OF BUSINESS

Head of Department

Vanlaldika, *BBA; MBA*

Faculty Members – Full Time

Amos Sein, *BBA; MS Management*

Do Lian Thang, *BBA; MBA; PhD*

Man Dik, *BBA (ACC)*

McKay Thein, *LCCI (Level III); BBA;
MAT—English Emphasis*

Myo Zaw Tun, *BA, MBA*

Nancy Tin, *BA-Ed; MBA-Marketing*

Shwe Zin Aung, *BBA; MBA*

Khin Chaw Kyi, *BBA; MBA*

Ram Kip Thang, *BA; MBA*

Thukha Win, *BA; MBA*

Visiting Professor

Thang Pian Thawn, *BBA; MBA; DBA*

Programs Offered

The Faculty of Business Administration offers the following programs of study:

1. Bachelor of Business Administration with emphasis in Management and Entrepreneurship;
2. Bachelor of Business Administration with emphasis in Accounting; and
3. Bachelor of Business Administration minor for other disciplines.

Statement of Mission

The Mission of the Business Administration Department is to develop a well-integrated program which will enable a student to achieve mental, moral and ethical values, which will guide him in the pursuit of technical, conceptual and human knowledge, and in the development of managerial and accounting skills.

Objectives

In harmony with this mission the objectives of this program are:

1. To provide specialized skills and tools for the effective management of business operation.
2. To develop a high degree of ethical and moral responsibility to the task one undertakes in the management organization functions.
3. To combine knowledge with analytical skills that help identify and accurately define problems, obtain and organize relevant information, and choose from alternatives and implement decisions.
4. To train students to be competent managers for both commercial and non-profit organizations. To train for more competent and able administrators and accountants who have specialized skills and knowledge in their concerned fields.
5. To promote a practical and career-oriented curriculum, with a primary emphasis on entrepreneurship.

Prerequisites

1. A prospective student completed accredited Higher Secondary School Certificate (G-12)
2. Demonstrate Word Processing proficiency.
3. Pass the English Language Assessment Test.
4. Pass the Business Entrance Examination.

Requirements

To complete the program and be awarded the degree of Bachelor of Business Administration, a candidate must satisfactorily meet the following requirements:

1. Pass the Business Entrance Examination Any student who wants to join business department must take entrance examination prepared by the department itself. The test measures three areas of competence such as Mathematics, English Language and general knowledge. Those who get 65 % and above will be eligible to study in the Department of Business Administration. The test is scheduled at the beginning of every semester. The proportion of the test will be as follows:

(a) Mathematics	40%
(b) English Language	40%
(c) General Knowledge	20%
TOTAL	100%
2. Complete a minimum of 128 semester units of course work.
3. Maintain a minimum cumulative GPA of 2.25 or “C”.
4. Must be a Master Guide graduate.
5. Earn 4 social honor units.
6. Complete 300 units of practical work in Spiritual, Management, Accounting and other business related activities. They are stipulated as follows: (a) 30 units in spiritual activities; (b) 20 units in business club activities; (c) 140 units in working in offices (d) 50 units in customer services/sales (e) 60 units in Field trip/Volunteer/Forum/Pathfinder Club.
7. All students majoring or minoring in the Business Administration Department will be required to go on departmental field trips.

Degree Structure & Requirement for Graduation

The BBA degree requires a total of 134 credit units. The program is composed of 15 general education courses (41 credit units), 16 Business Core courses (45 credit units), 12 courses (35 credit units) in the area of students’ chosen emphasis, plus 2 electives in area of emphasis, and 3 free cognate courses. Orientation to Higher Education and Professional Development courses are required but do not count for credit.

Further detail is outlined below:(Management and Entrepreneurship Major)

Program of Study - Business

Courses	Credit Units
General Education	41
Core Courses Required	45
Area of Emphasis(To be chosen by students)	35
Electives	6
Cognate	7
Total	134

Further detail is outlined below: (Accountancy Major)

Course	Credit Units
General Education	41
Core Courses Required	45
Area of Emphasis (To be chosen by students)	32
Cognate	6
Management minor	12
Total	136

REQUIRED CORE COURSES: 45 credit units

ACCT	151	Principles of Accounting	(3)
ACCT	152	Principles of Accounting	(3)
ECON	201	Principles of Economics	(3)
ECON	202	Intermediate Economics	(3)
FINA	405	Business Finance	(3)
MGMT	351	Business Ethics and Relation	(2)
BUAD	426	Business Policy and Strategy	(3)
MGMT	200	Business Management	(3)
MGMT	331	Human Resource Management	(3)
MKTG	306	Principles of Marketing	(3)
BUAD	209	Business Statistics	(3)
MGMT	332	Production and Operation Management	(3)
BUAD	301	Business Law	(3)
BUAD	206	Computer Business Application	(3)
CISY	301	Management Information System	(2)
BUAD	205	Business Communication	(2)

EMPHASIS IN MANAGEMENT AND ENTREPRENEURSHIP

Business Administration with Major Emphasis in Management and Entrepreneurship (BBA): **Thirty-eight** hours, including a minimum of **eighteen** upper division hours:

1. Entrepreneurship: 12 credits units

ENTR	407	Entrepreneurship	(3)
ENTR	408	New Venture Financing	(3)
MGMT	410	Total Quality Management	(3)
MGMT	308	Material Management	(3)

2. Management: 17 credit units

MGMT	402	Company Law	(2)
ACCT	406	Managerial Accounting	(3)
BUAD	403	International Business	(3)
MGMT	423	Project Management	(3)
MGMT	411	Management and Organization	(3)
MGMT	421	Industrial Psychology	(3)

3. Accounting: 6 credit units

ACCT	251	Intermediate Accounting	(3)
ACCT	252	Intermediate Accounting	(3)

4. Electives Courses: 6 credit units

BUAD	424	Professional Internship	(3)
MKTG	330	Selling and Sales Management	(3)
MGMT	309	Logistics	(3)
MKTG	305	E-Commerce	(3)

5. Cognate Courses : 7 credit units (minimum “C” is required)

CISY	201	Data Processing - Excel	(2)
CISY	203	PowerPoint	(2)
FMGT	325	Financial Analysis & Reporting	(3)
BUAD	405	Banking	(3)

EMPHASIS IN ACCOUNTING

Business Administration with major emphasis in Accountancy (BBA): **Thirty-eight** hours, including a minimum of **eighteen** upper division hours:

1. Financial Accounting: 12 credit units

ACCT	251	Intermediate Accounting	(3)
ACCT	252	Intermediate Accounting	(3)
ACCT	401	Advanced Accounting	(3)
ACCT	402	Advanced Accounting	(3)

2. Cost Management and Analysis: 6 credit units

ACCT	321	Cost Accounting	(3)
FMGT	325	Financial Analysis & Reporting	(3)

3. Information System and Auditing: 8 credit units

ACCT	331	Denominational Accounting	(2)
ACCT	422	Auditing	(3)
ACCT	421	Computerized Financial Accounting	(3)

4. Accounting Courses: 6 credit units

ACCT	406	Management Accounting	(3)
ACCT	424	Professional Internship	(3)

5. Cognate Courses: 6 credit units

CISY	201	Data Processing - Excel	(2)
CISY	203	PowerPoint	(2)
MGMT	308	Material Management	(3)
MGMT	309	Logistics	(3)

MANAGEMENT AND ENTREPRENEURSHIP MINOR PROGRAM

Students enrolled in a Bachelor of Business Administration (BBA) other than Management and Entrepreneurship may obtain a minor in Management and Entrepreneurship by completing 12 credits points of Management and Entrepreneurship courses meeting the following requirements.

Management and Entrepreneurship minor Program

- | | | | | |
|----|------|-----|------------------------------|-----|
| 1. | ENTR | 407 | Entrepreneurship | (3) |
| 2. | MGMT | 423 | Project Management | (3) |
| 3. | MKTG | 330 | Selling and Sales Management | (3) |
| 4. | MGMT | 411 | Management & Organization | (3) |

BUSINESS ADMINISTRATION MINOR

Business Administration Minor Requirements: **Twenty-eight** hours, including a minimum of **fourteen** upper division.

Course	No	Course Title	Units
ACCT	151-152	Principles of Accounting	3,3
MGMT	200	Business Management	3
ECON	201	Principles of Economics	3
BUAD	205	Business Communication	2
MKTG	306	Marketing	3
MGMT	331	Human Resource Management	3
ACCT	251-252	Intermediate Accounting	3,3
ACCT	331	Denominational Accounting	2

Projected Course Sequence (Management & Entrepreneurship)

FIRST YEAR:

First Semester

Course	No	Course Title	Units
MUCT	101	Fundamentals of Music	2
MYMA	101	Myanmar Language & Culture	2
RELB	105	Life and Teachings of Jesus Christ	2
NONC	016	Master Guide	S
PSYC	141	General Psychology	3
ACCT	151	Accounting Principles	3
ENGL	131	College English	3
HLED	121	Principle of Health	1
NONC	039	Work Education	S
Total			16

Second Semester

OHED	101	Orientation to Higher Education	1
IVED	103	Work Ethics	1
MGMT	200	Business Management	3
MYMA	102	Myanmar Language & Culture	2
HLED	122	Principles of Health	1
ENGL	132	College English	3
ACCT	152	Accounting Principles	3
CIS	201	Data Processing—Excel	2

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NONC	039	Work Education	S
ENGL	211	Introduction to Research Writing	2
Total			18

SECOND YEAR:**First Semester**

ECON	201	Principles of Economics	3
EDUC	210	Integration of Faith and Learning	3
RELB	203	Christian Beliefs	3
ACCT	251	Intermediate Accounting	3
BUAD	209	Business Statistics	3
RELB	291	The Book of Daniel	2
NONC	039	Work Education	S
Total			17

Second Semester

BUAD	205	Business Communication	2
ECON	202	Intermediate Economics	3
ACCT	252	Intermediate Accounting	3
RELB	292	The Book of Revelation	2
MGMT	308	Material Management	3
RELB	282	Spirit of Prophecy & SDA Church History	3
		<i>Applied Arts</i>	2
NONC	039	Work Education	S
Total			18

THIRD YEAR:**First Semester**

EDUC	301	Philosophy of Adventist Education	3
MGMT	331	Human Resource Management	3
BUAD	301	Business Law	3
ENTR	408	New Venture Financing	3
MGMT	351	Business Ethics	2
ENTR	407	Entrepreneurship	3
NONC	028	Leadership Skills	S
NONC	039	Work Education	S
Total			17

Second Semester

MGMT	309	Logistics	3
BUAD	206	Computer Business Application	3

Program of Study - Business

CISY	301	Management Information System	2
MKTG	306	Marketing	3
MGMT	332	Production/Operation Management	3
MGMT	402	Company Law	2
NONC	028	Leadership Skills	S
NONC	039	Work Education	S
Total			16

FOURTH YEAR: First Semester

CISY	203	Power Point	2
FINA	405	Business Finance	3
MGMT	411	Management and Organization	3
MGMT	421	Industrial Psychology	3
FMGT	325	Financial Analysis Reporting	3
BUAD	424	Professional Internship	3
NONC	028	Leadership Skills	S
NONC	039	Work Education	S
Total			17

Second Semester

MGMT	410	Total Quality Management	3
ACCT	406	Management Accounting	3
BUAD	426	Business Policy and Strategy	3
BUAD	403	International Business	3
MGMT	423	Project Management	3
NONC	028	Leadership Skills	S
NONC	039	Work Education	S
Total			15

Projected Course Sequence (Accountancy Emphasis)

FIRST YEAR: First Semester

Course	No	Course Title	Units
MUCT	101	Fundamentals of Music	2
MYMA	101	Myanmar Language & Culture	2
RELB	105	Life and Teachings of Jesus Christ	2
NONC	016	Master Guide	S
ENGL	131	College English	3
PSYC	141	General Psychology	3

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ACCT	151	Principles of Accounting	3
HLED	121	Principles of Health	1
NONC	039	Work Education	S
Total			16

Second Semester

OHED	101	Orientation to Higher Education	1
IVED	103	Work Ethics	1
MYMA	102	Myanmar Language & Culture	2
HLED	122	Principles of Health	1
ENGL	132	College English	3
ACCT	152	Principles of Accounting	3
MGMT	200	Business Management	3
BUAD	205	Business Communication	2
CISY	201	Data Processing—Excel	2
NONC	039	Work Education	S
Total			18

SECOND YEAR: First Semester

Course	No	Course Title	Units
ECON	201	Principles of Economics	3
RELB	203	Christian Beliefs	3
BUAD	209	Business Statistics	3
ENGL	211	Introductions to Research Writing	2
ACCT	251	Intermediate Accounting	3
RELB	291	The Book of Daniel	2
		<i>Applied Arts</i>	2
NONC	039	Work Education	S
Total			18

Second Semester

ECON	202	Intermediate Economics	3
ACCT	252	Intermediate Accounting	3
RELB	282	Spirit of Prophecy and SDA Church History	3
EDUC	210	Integration of Faith and Learning	3
BUAD	206	Computer Business Application	3
RELB	292	The Book of Revelation	2

Program of Study - Business

NONC	039	Work Education	S
		Total	17
THIRD YEAR; First Semester			
CISY	203	Power Point	2
CISY	301	Management Information System	2
MGMT	331	Human Resource Management	3
ACCT	321	Cost Accounting	3
ACCT	331	Denominational Accounting	2
MGMT	351	Business Ethics and Relation	2
BUAD	301	Business Law	3
NONC	028	Leadership Skills	S
NONC	039	Work Education	S
		Total	17
Second Semester			
MKTG	306	Marketing	3
MGMT	308	Material Management	3
MGMT	332	Production/Operation Management	3
MKTG	330	Selling and Sales Management	3
MGMT	423	Project Management	3
BUAD	424	Professional Internship	3
NONC	028	Leadership Skills	S
NONC	039	Work Education	S
		Total	18
FOURTH YEAR: First Semester			
EDUC	301	Philosophy of Adventist Education	3
ACCT	401	Advanced Accounting	3
FINA	405	Business Finance	3
ACCT	421	Computerized Financial Accounting	3
MGMT	411	Management & Organization	3
ENTR	407	Entrepreneurship	3
NONC	028	Leadership Skills	S
NONC	039	Work Education	S
		Total	18

Second Semester

ACCT	402	Advanced Accounting	3
ACCT	406	Management Accounting	3
ACCT	422	Auditing	3
BUAD	426	Business Policy and Strategy	3
NONC	028	Leadership Skills	S
NONC	039	Work Education	S
FMGT	325	Financial Analysis & Reporting	3
Total			15

COURSE DESCRIPTION (BUSINESS)**BUSINESS – *Economics*****ECON 201 Principles of Economics (3)**

A study of the fundamental concepts of economics based on the theory of consumption, production, exchange and distribution of wealth.

BUSINESS – *Accountancy***ACCT 151–152 Principles of Accounting (3-3)**

Period: Lecture 3; practicum 2

A comprehensive study of the principles of accounting with special reference to the accounting requirements of proprietary merchandising firms, emphasizing of financial statements, and examining on generally accepted accounting principles and conventions.

ACCT 251–252 Intermediate Accounting (3-3)

Prerequisite: ACCT 152 with a minimum grade of “C”

A detailed study of financial statements, net income concepts, joint stock company accounts, current and fixed assets, liabilities and reserves; working of problems leading to the interpretation of financial statements; analysis of working capital and operations, preparation of cash flow and funds flow statements.

ACCT 321 Cost Accounting (3)

Prerequisite: ACCT 152 with a minimum grade of "C"

A study of cost concepts, cost behavior, and cost accounting to manufacturing cost systems; emphasis is on the three elements of cost, job order costing, process costing and standard costing.

ACCT 331 Denominational Accounting (2)

Prerequisite: ACCT 152 with a minimum grade of "C"

A study of the accounting principles/system of the Seventh-day Adventist Church.

ACCT 401–402 Advanced Accounting (3-3)

The field of accounting specializing on the accounting procedures of various types of business and different natures of transactions. The study includes the accounting perplexities of partnership formation, operation and profit distribution, partnership dissolution and liquidation. Accounting for branch operation and subsidiaries are also studied with emphasis on consolidated financial statements.

ACCT 406 Management Accounting (3)

A study of the principles of the uses of accounting data in making management decisions. Topics covered are financial statement analysis, cost-volume-profit relations, capital investment evaluation, cash-flow analysis, contribution margin, and departmental performance evaluation and budgeting.

ACCT 421 Computerized Financial Accounting (3)

Prerequisite: ACCT 152, ACCT 322 with minimum grades of "C"

An introduction to the SUN Accounting software used in the denominational organization and APAC accounting software used in profit-making enterprises.

ACCT 422 Auditing (3)

Prerequisite: Permission of the Department Head

A study of the auditing standards and practices observed by chartered accountants in the examination of financial statements of business and other organizations.

BUSINESS – Management

MGMT 200 Business Management (3)

This course cover the evolution and stages of commercial organization, principles in setting up industrial enterprises and factory layout, principles of management, formation of policies, managerial functions, and operative functions of management.

BUAD 205 Business Communication (2)

This course covers the basic concept of communication network system, emphasizes the importance of communication in the work place and composing business-related reports, transactions, and letters.

BUAD 209 Business Statistics (3)

Prerequisite: CISY 012; CISY 201

This course covers permutation and combination, sampling methods, collection and presentation of data, frequency distribution, measures of central tendency, and variability.

BUAD 301 Business Law (3)

A general study of business law relating to the contract act, sales of goods act, partnership act, common carriers act, negotiable instruments acts, and industrial law relating to payment of wages act, minimum wages act, payment of bonus act, and industrial act.

CISY 301 Management Information Systems (2)

Prerequisite: CISY 012; CISY 201

This course includes the study of the foundation concepts of information system, an introduction of management information technologies, its' application to business processes and decision making.

MGMT 308 Material Management (3)

A study of material procurement process as its related functions such as purchasing, storage, dispatch packaging and forwarding, shipping and transporting. The analysis of inventory control in materials, work in process, and finished goods.

MGMT 331 Human Resource Management (3)

Prerequisite: MGMT 200

A study of the human factor in modern business; the growing importance and recognition of the human factor in modern industry; selection, training, placement, and maintenances of a satisfactory force of employees; methods of paying and safety of the employees; and maintenance of cooperative, and harmonious working relations with employees directly or through their bargaining agents.

MGMT 332 Production & Operation Management (3)

Prerequisite: MGMT 200 with "C" grade

A study of modern concepts, tools, and techniques of production management; analysis of costs for choice of processes; operations efficiency and improvement; layout facilities and materials handling; production planning and scheduling and quality control and human elements or production.

MGMT 351 Business Ethics (2)

The course addresses the need of sound ethics in business operation and management. Discussions and case studies will help understand the effect ethical and unethical actions. It includes the foundation of ethical behavior, principles of management, and leadership.

MGMT 402 Company Law (2)

Prerequisite: MGMT 200 with a minimum grade of "C"

The study relating to the formation of a company; memorandum and articles of association; capitals, shares, and shareholders, management of company; the qualifications and duties of the company secretary, steps in calling and conducting legal meetings, recording minutes, and filing returns.

ENTR 407 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.

MGMT 410 Total Quality Management (3)

Prerequisite: Permission of the Department Head

A study of quality management system in the business operation and the application of the quality tools and techniques in individual, the analysis and formulation of quality policies, awareness of quality concept, developing and implementation of statistical quality control, and quality auditing system.

MGMT 411 Management and Organization (3)

Prerequisite: MGMT 200 with “C” grade

A study of the organization and control of a business enterprise through accepted principles of scientific management, group dynamics, investment decisions, and quantitative methods.

MGMT 421 Industrial Psychology (3)

Prerequisite: PSYC 141

A study of man and machines; economics aspects, social foundations, individual differences, trends, motivations, production and leadership; and collective bargaining and industrial relations; employees morale, monotony and fatigue, learning and training, job satisfaction, and accident prevention.

MGMT 423 Project Management (3)

A study of a project's life cycle; the basic principles and tools of project management.

BUAD 426 Business Policies and Strategy (3)

MGMT 200 with a minimum grade of “C”

The course deals with the basic administration processes and problems, the determination of corporate strategy; and the implementation of strategy.

BUSINESS – Finance

FINA 405 Business Finance (2)

Prerequisite: ACCT 252 with "C" grade

A study of how business firms acquire and manage funds, nature and use of financial instruments, financial institution, money markets, corporate financial problems, and government regulations.

FMGT325 Financial Analysis & Reporting(3)

This course deals with solving common financial problems. The primary focus is on equity (share) valuation, with some attention given to credit analysis and the valuation of debt. The methods of fundamental analysis will be examined in detail and applied in cases and projects involving listed companies. Topics include models of shareholder value and a comparison of accounting and discounted cash flow approaches to valuation, methods of financial statement analysis, testing the quality of financial reports, designing value-added metrics, forecasting earnings and cash flows, pro-forma analysis for strategy and planning, and the determination of price/earnings and market-to-book ratios.

ACCT 304 Fundamental of Investment (3)

This course offers an introduction to investments including investment analysis, portfolio management, and capital markets. Designed to provide the basic concepts and principles of investing, the course examines investment policies, types of securities, factors that influence pricing changes, timing purchases and sales, preparing investment programs to meet objectives, investment risk and return, and portfolio balancing. Instruction also includes an overview of the securities markets and their behavior, including sources of information about the various instrument traded, procedure of trades, and the relevant mechanics and techniques of the market.

BUSINESS – Marketing

MKTG 305 E-Commerce(3)

The increased commercial use of the internet makes it essential for students to understand the fundamentals of electronic commerce. Included are the role of the internet and the worldwide web in electronic commerce. It provides an overview of the

fundamental concepts of online marketing, creating a web site, and gaining customers online.

MKTG 306 Marketing (3)

Prerequisite: MGMT 200

A study of the marketing process, functions, institutions, channels in distribution of goods and services from producers to consumers, buying motives, roles of middlemen, marketing practices, and marketing costs.

ENTR 408 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.

ENTR 409 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.

BUAD 403 International Business (3)

Prerequisite: MGMT200.

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.

BUAD 206 Computer Business Application (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 require quantitative analysis (statistics, finance, accounting, etc), word processing, and information management.

MKTG 330 Selling & Sale Management (3)

A Study and an analysis of the basic principles of sales management. Topics include: the sales process and effective sales for the sales force, leadership and evaluating performance. The course also covers initiating an on-line selling program and the employment.

Techniques focusing on building long-term relationships with customers, staffing the sales force, sales training, forecasting and planning, organizing and motivating sales people, and compensation.

BUAD 424 Professional Internship (3)

Supervised work experience of 240 hours in the area of the student's concentration, preferably off campus during the semester. Evaluation shall be made by the faculty supervisor and the person responsible for supervision of the student in the work place.

DEPARTMENT OF EDUCATION

Head of Department

Kyi May Win, BA; MA Ed

Faculty Members – Full Time

Paul Tanbaunaw, MTC; BLA; MA Ed; MA; PhD

Sharon Thein, BA; MA Ed

Solomon Soe, BA; MA Ed

Thein Dan, BA; MA Ed

Lal Lung Muan Par @ Yatana Oo, BA Ed, MA Ed, MA ISS

Visiting Professors—Part Time

Irene Thang, BA; MAT; MA Ed; PhD

Programs Offered

The faculty of Education offers the following programs of study:

1. Bachelor of Elementary Education (BE Ed)
2. Minor in Elementary Education
3. Bachelor of Arts in Education (BA Ed)
4. Minor in General Education
5. Diploma: Elementary School Teaching Certificate
6. Certificate in Teaching Ministry

Mission Statement and Objectives

The mission of the Education Department is to provide an excellent and quality Christian education to students who will be future teachers and parents for intelligent training with the necessary skills in reflecting Christian values. In harmony with the statement of the mission of the Department, the program has the following objectives:

1. To train students to be overseers the Christian education program of a local church.

2. To help students develop a philosophy of Christian education based on the Bible and the Spirit of Prophecy.
3. To develop in students ability to integrate biblical values in their lives and teaching.
4. To inform students of the latest trends, theories, and creative teaching methods in the field of Christian education.
5. To assist students in the integration of theory and practice, faith and learning which will result in effective evangelism and Christian nurture within the church.
6. To prepare students to become qualified school teachers well equipped with techniques especially suited to the different levels of learners.
7. To nurture students to be good citizens of the country as well as an exhibit of the SDA educational program.

Prerequisites

1. A prospective student have completed accredited Higher Secondary School Certificate (G-12)
2. Demonstrated word processing proficiency.
3. Passed English Proficiency Test.

Requirements

To complete the program and be awarded the Bachelor degree in Education, a candidate must satisfactorily meet the following requirements:

1. Complete a minimum of 131 semester units of course work.
2. Maintain a minimum cumulative GPA of 2.25 or “C”.
3. Must be a Master Guide graduate.
4. Complete requirement for the Denominational Teaching Certificate.
5. Complete Work Education program with satisfactory mark.
6. Earn 4 social honor units.
7. Complete 300 units of practical work under supervision of the Department Head.
8. All students majoring or minoring in the Education are required to go on departmental field trips arranged by the concerned classes.

Exemption

Students majoring in Elementary Education are exempted from taking any minor requirements. They must fulfill departmental work units, all the general requirements, and major requirements to be candidates for graduation.

Departmental Work Units

All who majoring in Education are required to complete 300 hours of practical work education related activities under the direct supervision of the department faculty by the end of the first semester of the senior year. All students minoring in Elementary Education are required to complete 200 hours with the same setting as majoring.

Practical hours may be done in the elementary level in Ayarwaddy Adventist Seminary (AYAS) as assistant teachers in particular classes for one semester for emphasis in General Education (75 hours) and two semesters for Elementary Education (150 hours) as soon as they start their senior year of study. The balance may be met by other teaching related assignments such as teaching in 3R's, Branch Sabbath School, Children Sabbath School Division of MUAS or AYAS and preschool (Kabar Thit) as assistant teacher, etc, as approved by the Department Head.

Bachelor of Elementary Education Degree (BE Ed)

Bachelor in Elementary Education Degree requirements:
This degree may be earned by completing the following:

Basic Education Courses (12 units overlap in major subjects)	41
Core Courses	41
Electives courses	5
Cognate Courses	5
Emphasis Courses	
English	13
Religion	12
Social Studies	13
Science Courses	13
Total	131

BASIC EDUCATION REQUIREMENTS: 41 units

CORE COURSES: 41 units

ELED	141	Introduction to Teaching	(3)
ELED	143	Arts and Crafts Methods	(2)
ELED	201	Elementary School Mathematics	(3)
EDUC	212	Classroom Management	(2)
ELED	252	Methods of Teaching Science	(2)
ELED	305	Elementary Directed Teaching I	(3)
ELED	306	Elementary Directed Teaching II	(3)
ELED	311	Language Arts Methods	(3)
ELED	256	Methods of Teaching Bible & Religion	(2)
PSYC	332	Child Psychology	(3)
ELED	331	Methods of Teaching Mathematics	(3)
ELED	405	Classroom Testing & Evaluation	(3)
ELED	415	Reading Methods	(3)
ELED	452	Elementary Directed Teaching III	(3)
ELED	471	Elementary School Administration	(3)

ELECTIVE COURSES: 5 units

ELED	150	Pre-school Methods	(3)
ELED	244	Methods of Teaching Music	(2)
ELED	258	Methods of Teaching Social Studies	(3)
EDUC	354	Audio Visual Methods of Instruction	(3)
EDAD	301	School Finance	(3)
EDAD	402	Educational Human Resource Management	(3)

COGNATE COURSES: 5 units

EDLS	261	Elementary School Library	(2)
PSYC	321	Educational Psychology	(3)

FIELDS OF CONCENTRATION

English: 13 units

ENGL	201	Oral Communication	(1)
ENGL	205	Introduction to English Literature	(3)

ENGL	215; 216	English Composition	(2, 2)
ENGL	306	Children's Literature	(2)
ENGL	401	English Usage	(3)

Religion: 12 units

RELB	105	Life and Teachings of Jesus Christ	(2)
RELB	203	Christian Beliefs	(3)
RELB	282	Spirit of Prophecy and SDA Church History	(3)
RELB	291, 292	Apocalyptic Literature	(2, 2)

Social Sciences: 13 units

SOCI	132	Introduction to Social Studies	(3)
GEOG	213	World Geography	(2)
HIST	247	History of Myanmar & World Civilization	(3)
GEOG	314	Geography of the Southeast Asia	(3)
SOCI	354	Cultural Anthropology	(2)

General Science: 13 units

BIOL	102	General Biology	(3)
PHSC	101	Fundamentals of Physical Science	(2)
MATH	201	Probability and Statistics	(3)
BOTN	202	General Botany	(3)
BIOL	301	Environmental Science	(2)

Practical Work Units

A minimum of 300 Units of practical work in the following departments: (1) Elementary school class rooms; (2) Children Sabbath School; (3) Pathfinder Club; and (4) Nursery school.

**Projected Course Sequence
Elementary Education Major**

FIRST YEAR:

		First Semester	
Course	No	Titles	Units
OHED	101	Orientation to Higher Education	1
MUCT	101	Fundamentals of Music	2
ENGL	131	College English	3
ELED	141	Introduction to Teaching	3
HLED	121	Principles of Health	1
PSYC	141	General Psychology	3
RELB	105	Life and Teaching of Jesus Christ	2
NONC	016	Master Guide	S
IVED	103	Work Ethics	1
		Total	16

		Second Semester	
Course	No	Titles	Units
MYMA	102	Myanmar Language & Culture	2
BIOL	102	General Biology	3
HLED	122	Principles of Health	1
ENGL	132	College English	3
ELED	142	Arts and Crafts Methods	2
SOCI	132	Introduction to Social Studies	3
ENGL	211	Introduction to Research Writing	2
NONC	016	Master Guide	S
NONC	039	Work Education	S
		Total	16

SECOND YEAR:

		First Semester	
Course	No	Titles	Units
MYMA	101	Myanmar Language & Culture	2
PHSC	101	Fundamentals of Physical Science	2
ELED	201	Elementary School Mathematics	3
ENGL	201	Oral Communication	1
RELB	203	Christian Beliefs	3
ENGL	215	English Composition	2

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NONC	039	Work Education	S
HIST	247	History of Myanmar & World Civilization	3
MATH	201	Probability and Statistics	3

Total **19**

Second Semester

Course	No	Titles	Units
BOTN	202	General Botany	3
EDUC	210	Integration of Faith and Learning	3
EDUC	212	Classroom Management	2
ENGL	216	English Composition	2
ELED	252	Methods of Teaching Science	2
GEOG	213	World Geography	2
RELB	292	The Book of Revelation	2
ELED	256	Methods of Teaching Bible & Rel.	2
NONC	039	Work Education	S

Total **18**

THIRD YEAR:**First Semester**

Course	No	Titles	Units
RELB	291	The Book of Daniel	2
ENGL	205	Introduction to English Literature	3
EDUC	301	Philosophy of Adventist Education	3
ELED	311	Language Arts Methods	3
PSYC	321	Educational Psychology	3
BIOL	301	Environmental Science	2
NONC	028	Social Skills	S
NONC	039	Work Education	S

Total **16**

Second Semester

Course	No	Titles	Units
RELB	282	Spirit of Prophecy & SDA Church History	3
PSYC	332	Child Psychology	3
ELED	305	Elementary Directed Teaching I	3
EDLS	261	Elementary School Library	2
SOCI	354	Cultural Anthropology	2
NONC	028	Social Skills	S
NONC	039	Work Education	S

Program of Study - Education

Core Elective	2
Apply Arts	2
Total	17

FOURTH YEAR:**First Semester**

Course	No	Titles	Units
ELED	331	Methods of Teaching Mathematics	3
ELED	405	Classroom Testing and Evaluation	3
ELED	306	Elementary Directed Teaching II	3
ELED	415	Reading Methods	3
ELED	471	Elementary School Administration	3
NONC	028	Social Skills	S
NONC	039	Work Education	S
	Total		15

Second Semester

Course	No	Titles	Units
ENGL	401	English Usage	3
ENGL	306	Children's Literature	2
ELED	452	Elementary Directed Teaching III	3
GEOG	314	Geography of Southeast Asia	3
		Core Electives	3
		Coaching	S
NONC	028	Social Skills	S
NONC	039	Work Education	S
	Total		14

Minor in Elementary Education

Elementary Education minor requirements: **31** hours, including a minimum of **nine** upper division hours. The required courses are:

Core Requirements: 28 credit units

ELED	141	Introduction to Teaching	(3)
ELED	252	Methods of Teaching Science	(2)
ELED	258	Methods of Teaching Social Studies	(3)
ELED	305	Elementary Directed Teaching (I)	(3)
ELED	311	Language Arts Methods	(3)

ELED	256	Methods of Teaching Bible & Religion	(2)
ELED	331	Methods of Teaching Mathematics	(3)
PSYC	332	Child Psychology	(3)
EDUC	405	Classroom Testing & Evaluation	(3)
ELED	415	Reading Methods	(3)

Cognate Requirements: 3 units

(Minimum grade of "C" is required.)

PSYC	321	Educational Psychology	(3)
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Practical Work: A minimum of 100 units of practical work is required for minor/diploma in Elementary Education in the following departments: (1) elementary school classrooms; (2) Children Sabbath school; (3) Pathfinder Club; (4) Nursery school.

Course Description (Elementary Education)**BIOL 102 General Biology (3)**

The course deals with logic, nature, methods, concepts, and principles of biology with emphasis on the molecular, cellular, and organismic levels of organization.

BOTN 202 General Botany (3)

The course deals with the tissues and functions of higher vascular plants in relation to their environment and principles of variation, heredity, and ecology. Two lecture periods and one laboratory period each week. Field trip is required.

GEOG213 World Geography (2)

A study of the location, physical situation, area of seven continents and five oceans of the world.

HIST 247 History of Myanmar & World Civilization (3)

A study of Myanmar civilization according to the Myanmar dynasty and world ancient civilization.

GEOG 314 Geography of Southeast Asia (3)

This course includes the locations, areas, physical geography, socioeconomic status, cultural, weather, transportation of Southeast Asia countries.

BIOL 301 Environmental Science (2)

This course deals with the study of the general concepts and principles pertaining to the complex pattern of interactions between the physical environment and the communities on earth.

SOCI 354 Cultural Anthropology (2)

An introduction to the study of man, culture, social institutions, human behavior, and adaptive systems.

SOCI 132 Introduction to Social Studies (3)

Introduction to Social Studies include everyday life of individuals and communities, social system through the culture and values, and defining the meaning of History, Geography, Economic, Politics of the nation.

PHSC 101 Fundamentals of Physical Science (2)

A study of the sciences concerned with non-living matter, energy, and the physical properties of the universe, such as physics, chemistry, astronomy and geology.

MATH201 Probability and Statistics (3)

This course covers permutation and combination, sampling methods, collection and presentation of data, frequency distribution, measures of central tendency and variability.

EDLS 261 The Elementary School Library (2)

The course covers all aspects of the operation of a library for an elementary school with special emphasis on book selection for children. Credit applies towards Elementary Education major. Field trips as arranged.

ELED 141 Introduction to Teaching (3)

A 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.

ELED 143 Arts and Craft Methods (2)

Prerequisite: ELED 141 or concurrent registration

A study of the objectives, methods, procedures, materials, and contents of arts and crafts in the elementary school. One lecture period and one laboratory period per week.

ELED 145 Preparing & Evaluation of Instruction Materials (2)

A study of the instructional materials, preparing, creating, evaluating and keeping the materials which are beneficial for teaching and learning process.

ELED 201 Elementary School Mathematics (3)

A study of the basic concepts of mathematics required to teach elementary school children. The course will equip the student with the skills and techniques of solving basic elementary school mathematical problems.

ELED 244 Methods of Teaching Music (2)

Prerequisite: MUCT 101; EDUC 141

A survey of the elements of music and a study of methods and materials used in the musical programs of the elementary school including rhythm singing, playing and listening activities.

ELED 252 Methods of Teaching Science (3)

Prerequisite: ELED 141

A study of the objectives of teaching science and nature in the elementary school, the methods, techniques and laboratory procedures for teaching these, include a survey of the subject matter of the science curriculum in the elementary school.

ELED 258 Methods of Teaching Social Studies (3)

Prerequisite: ELED 141

A study of the objectives and methods of teaching social studies in the elementary school, including a survey of the subject matter of the social studies curriculum in the elementary school.

ELED 305 Elementary Directed Teaching I (3)

Prerequisite: A minimum of 8 units of methods courses in the department and a minimum cumulative GPA of 2.00.

A course to provide experience in elementary teaching through conferences, observations, participation in activities, and actual teaching experience under supervised direction of class teachers and the Department Head.

ELED 306 Elementary Directed Teaching II (3)

Prerequisite: ELED 304 with a minimum grade of "C"

An advanced course in elementary directed teaching under the direction of class teachers and the Department Head.

ELED 311 Language Arts Methods (3)

Prerequisite: ENGL 131-132

A comprehensive study of the objectives, contents, methods, and techniques in the teaching of the language in the elementary school.

ELED 256 Methods of Teaching Bible & Religion (2)

Prerequisite: ELED 141

A course designed to acquaint students with the objectives, moral value concepts, methods and availability of materials for effective teaching of religion in the elementary school. Students will have opportunity for development of materials and field experience.

ELED 331 Methods of Teaching Mathematics (3)

Prerequisite: Placement Test; ELED 141, ELED 201

A study of the objectives, methods, and procedures in the teaching of mathematics in the elementary school.

EDUC 354 Audio Visual Methods of Instruction (3)

Prerequisite: CISO 012

A course designed to acquaint the teacher with the uses of auditory and visual methods in teaching, with emphasis on the use of locally available materials. Two lecture periods and one laboratory period each week is required.

ELED 405 Classroom Testing and Evaluation

A study of the principles of educational measurement together with the construction and evaluation of tests. Two lecture periods and one laboratory period each week.

ELED 415 Reading Methods (3)

Prerequisite: ELED 141, ENGL 131-132

A basic course stressing concepts of effective instructional procedures, learning resources, and field experience in the teaching of reading in the elementary school.

ELED 452 Elementary Directed Teaching III (3)

Prerequisite: ELED 305, ELED 306 with a minimum grade of "C"

Open to majors in Elementary Education in their last year. This course provides additional experience in elementary teaching through conferences, observations, participation in activities, and actual teaching experience under supervised direction of class teacher and the Department Head.

ELED 471 Elementary School Administrations (3)

A study of the leadership roles of the principals and staff, the organization and administration of elementary school educational services, development of the curriculum, and improvement of instruction.

ELED 475, 476 Practicum in Elementary School Administration (1 to 3)

Prerequisite: ELED 471

This course provides supervised work experience in the principal's office and general duties connected with the administration of an elementary school. A minimum of fifty-four units of practical experience for each hour of credit is required. A minimum of three units of credit may apply toward graduation.

ELED 493, 4 Problems in Elementary Education (1 to 3)

Prerequisite: Permission of the Department Head

Individual study in particular problem areas in the field of elementary education. A student is expected to show knowledge of

current literature on the topic chosen. A maximum of three units of credit may apply toward graduation.

ELED 495, 6 Seminars in Elementary Education (1 to 3)

Prerequisite: Permission of the Department Head

Group discussion of selected topics in elementary education. Active participation with presentation of scholarly papers is expected of each student. A maximum of three Units of credit may apply toward graduation.

ELED 497, 498 Research in Elementary Education (1 to 3)

Prerequisite: Permission of the Department Head

A written paper on the topic from the field of elementary education in consultation with the Department Head. A student is expected to defend his/her paper before a committee from the Department. A maximum of three units of credit may apply toward graduation.

ELED 499 Readings in Educational Classics (1 to 2)

Prerequisite: Permission of the Department Head

A comprehensive reading of educational writing of great educators of the past and present with special reference to elementary education. Open only to majors with a cumulative GPA of 2.25 in the major field. A maximum of two units of credit may apply toward graduation.

Bachelor of Arts in Education Degree (BA Ed)

Bachelor of Arts in Education Degree requirements: This degree may be earned by completing the following:

Basic education	41 (6 units overlap with major)
Administration	5
Curriculum and Instruction	25
Evaluation	3
Educational Foundation	24
Cognate requirement	5
Electives	6
Minor requirements	28
Total	131

BASIC EDUCATION COURSES: 41 credit units**ADMINISTRATION: 5 units**

EDUC	212	Classroom Management	(2)
ELED	471	Elementary School Administration	(3)

CURRICULUM & INSTRUCTION: 25units

ELED	143	Arts and Crafts Methods	(2)
ENGL	205	Introduction to English Literature	(3)
ELED	305	Directed Teaching I (Required)	(3)
ELED	306	Directed Teaching II (Required)	(3)
ELED	311	Language Arts Methods	(3)
ELED	256	Methods of Teaching Bible & Religion	(2)
ELED	415	Reading Methods	(3)
ELED	331	Methods of Teaching Mathematics	(3)
ELED	252	Methods of Teaching Science	(2)
ENGL	202	Introduction to Oral Communication	(1)

EVALUATION: 3 units

EDUC	405	Classroom Testing and Evaluation	(3)
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EDUCATIONAL FOUNDATION: 24 units

ELED	141	Introduction to Teaching	(3)
MATH	201	Probability and Statistics	(3)
EDUC	210	Integration of Faith and Learning	(3)
ELED	258	Methods of Teaching Social Studies	(3)
EDUC	301	Philosophy of Adventist Education	(3)
PSYC	332	Child Psychology	(3)
EDUC	354	Audio Visual Methods of Instruction	(3)
EDUC	426	Guidance & Counseling	(3)

ELECTIVES: 6 units

ELED	145	Preparing and Evaluation of Instructional Materials	(2)
ELED	244	Method of Teaching Music	(2)
EDAD	301	School Finance	(3)
PSYC	326	Personality Development	(3)
EDUC	412	Current Issues & Problems	(3)
EDUC	332	Inclusive Instructions	(3)

Program of Study - Education

ELED	493, 4	Problems in Elementary Education	(1-3)
ELED	495, 6	Seminars in Elementary Education	(1-3)
ELED	499	Reading in Educational Classics	(1-2)
EDAD	401	Educational Human Resource Management	(3)

COGNATE REQUIREMENT: 5 units (minimum grade of “C” is required.)

PSYC	321	Educational Psychology	(3)
ENGL	306	Children’s Literature	(2)

PROJECTED COURSE SEQUENCE BACHELOR OF ARTS IN EDUCATION (GENERAL TEACHING EMPHASIS)

FIRST YEAR:

First Semester

Course	No	Titles	Units
OHED	101	Orientation to Higher Education	1
MUCT	101	Fundamentals of Music	2
RELB	105	Life and Teachings of Jesus	2
NONC	016	Master Guide	S
HLED	121	Principles of Health	1
ENGL	131	College English	3
PSYC	141	General Psychology	3
ELED	141	Introduction to Teaching	3
IVED	103	Work Ethics	1
Total			16

Second Semester

Course	No	Titles	Units
MYMA	102	Myanmar Language & Culture	2
ENGL	132	College English	3
ELED	143	Arts & Crafts Methods	2
MATH	201	Probability and Statistics	3
RELB	282	Spirit of Prophecy & SDA Church History	3
ENGL	211	Introduction to Research Writing	2
NONC	039	Work Education	S
		Apply Arts	2
HELD	122	Principles of Health	1
Total			18

SECOND YEAR:**First Semester**

Course	No	Titles	Units
RELB	203	Christian Beliefs	3
ENGL	205	Introduction to English Literature	3
RELB	291	The Book of Daniel	2
MYMA	101	Myanmar Language & Culture	2
		Minor Subjects	6
		Elective	2
NONC	039	Work Education	S
		Total	18

Second Semester

Course	No	Titles	Units
EDUC	210	Integration of Faith and Learning	3
EDUC	212	Classroom Management	2
ELED	258	Methods of Teaching Social Studies	3
RELB	292	The Book of Revelation	2
ELED	252	Method of Teaching Science	2
		Minor subjects	6
NONC	039	Work Education	S
		Total	18

THIRD YEAR:**First Semester**

Course	No	Titles	Units
EDUC	301	Philosophy of Adventist Education	3
ELED	311	Language Arts Methods	3
PSYC	321	Educational Psychology	3
		Minor Subjects	9
NONC	028	Leadership Skills	S
NONC	039	Work Education	S
		Total	18

Second Semester

Course	No	Titles	Units
ELED	256	Methods of Teaching Bible & Rel.	2
PSYC	332	Child Psychology	3
ELED	305	Elementary Directed Teaching I	3
EDUC	354	Audio Visual Methods of Instruction	3
ENGL	202	Introduction to Oral Communication	1

Program of Study - Education

NONC	028	Leadership Skills	S
NONC	039	Work Education	S
		Minor subjects	4
		Total	16

FOURTH YEAR:

First Semester

Course	No	Titles	Units
EDUC	405	Classroom Testing and Evaluation	3
ELED	415	Reading Methods	3
ELED	331	Methods of Teaching Mathematic	3
ENGL	306	Children's Literature	2
ELED	471	Elementary School Administration	3
		Minor subject	3
NONC	028	Leadership Skills	S
NONC	039	Work Education	S
		Total	17

Second Semester

Course	No	Titles	Units
ELED	306	Elementary Directed Teaching II	3
EDUC	426	Guidance and Counseling	3
		Electives	4
NONC	028	Leadership Skills	S
NONC	039	Work Education	S
		Total	10

Minor in General Education

General Education Minor Requirements: **Twenty-Eight** hours, including a minimum of **nine** upper division hours. The required courses are:

Administration: 2 units

EDUC	212	Classroom Management	(2)
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Curriculum and Instruction: 8 units

ELED	141	Introduction to Teaching	(3)
ELED	143	Arts and Crafts	(2)
ELED	305	Elementary Directed Teaching I	(3)

Measurement and Evaluation: 3 Units

ELED	405	Classroom Testing and Evaluation	(3)
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Electives: 9 units

ELED	311	Language Arts Methods	(3)
ELED	256	Methods of Teaching Bible & Religion	(2)
ELED	415	Reading Methods	(3)
ELED	331	Methods of Teaching Mathematics	(3)
ELED	201,2	Introduction to Oral Communication	(1)

Cognate Requirements: 6 units

(Minimum grade of "C" is required.)

PSYC	321	Educational Psychology	(3)
PSYC	332	Child Psychology	(3)

Diploma: Elementary School Teaching Certificate

This non-degree program is designed to help those teachers who are already engaged in teaching profession without a degree in teaching emphasis. Requirement units: 63

**PROJECTED COURSE SEQUENCE DIPLOMA IN
ELEMENTARY EDUCATION**

FIRST YEAR:

First Semester

Course	No	Titles	Units
NONC	016	Master Guide	S
ENGL	131	College English	3
RELB	105	Life and Teachings of Jesus Christ	2
PSYC	141	General Psychology	3
ELED	141	Introduction to Teaching	3
ELED	143	Arts and Crafts Methods	2
ELED	331	Methods of Teaching Mathematics	3
NONC	039	Work Education	S
Total			16

Second Semester

Course	No	Titles	Units
NONC	016	Master Guide	S

Program of Study - Education

HLED	121	Principles of Health	1
ENGL	132	College English	3
EDUC	210	Integration of Faiths and Learning	3
EDUC	212	Classroom Management	2
PSYC	321	Educational Psychology	3
E LED	405	Classroom Testing and Evaluation	3
NONC	039	Work Education	S
Total			15

SECOND YEAR:

First Semester

Course	No	Titles	Units
RELB	203	Christian Beliefs	3
RELB	291	The Book of Daniel	2
EDUC	301	Philosophy of Adventist Education	3
ELED	311	Language Arts Methods	3
ELED	305	Elementary Directed Teaching I	3
ELED	415	Reading Methods	3
NONC	039	Work Education	S
Total			17

Second Semester

Course	No	Titles	Units
ELED	252	Methods of Teaching Science	2
ELED	256	Methods of Teaching Bible & Rel.	2
ELED	258	Methods of Teaching Social Studies	3
RELB	282	Spirit of Prophecy & SDA Church History	3
RELB	292	The Book of Revelation	2
ELED	306	Elementary Directed Teaching II	3
NONC	039	Work Education	S
Total			15

Certificate in Teaching Ministry

A total of **sixty-four** units are required for those who enrolled for the Certificate in Teaching Ministry.

FIRST YEAR:		First Semester	
Course	No	Titles	Units
RELB	105	Life and Teachings of Jesus Christ	2
NONC	016	Master Guide	S
ENGL	131	College English	3
PSYC	141	General Psychology	3
ELED	141	Introduction to Teaching	3
ELED	143	Arts and Crafts Methods	2
ELED	331	Methods of Teaching Mathematics	3
NONC	039	Work Education	S
Total			16

		Second Semester	
Course	No	Titles	Units
HLED	121	Principles of Health	1
NONC	016	Master Guide	S
ENGL	132	College English	3
EDUC	210	Integration of Faith and Learning	3
EDUC	212	Classroom Management	2
PSYC	321	Educational Psychology	3
PSYC	332	Child Psychology	3
NONC	039	Work Education	S
Total			15

Second Year:		First Semester	
Course	No	Titles	Units
RELB	291	The Book of Daniel	2
RELB	203	Christian Beliefs	3
EDUC	301	Philosophy of Adventist Education	3
ELED	305	Elementary Directed Teaching I	3
ELED	311	Language Arts Methods	3
ELED	415	Reading Methods	3
NONC	028	Leadership Skills	S
NONC	039	Work Education	S
Total			17

Second Semester			
Course	No	Titles	Units
E LED	252	Methods of Teaching Science	2
ELED	258	Methods of Teaching Social Study	3
RELB	282	Spirit of Prophecy and SDA Church History	3
RELB	292	The Book of Revelation	2
ELED	306	Elementary Directed Teaching II	3
ELED	405	Classroom Testing and Evaluation	3
NONC	028	Leadership Skills	S
NONC	039	Work Education	S
Total			16

Cognate Work

A minimum 100 units of practical work in the following department; elementary classes in Ayarwaddy Adventist Seminary, branch Sabbath school, Children Sabbath school division of MUAS and AYAS, and preschool (Kabar Thit) as assistant teacher, etc.

COURSE DESCRIPTION (GENERAL TEACHING)

ELED 141 Introduction to Teaching (3)

A 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 210 Integration of Faith and Learning (3)

Credit does not apply toward a major or a minor.

This course is an interdisciplinary consideration of Christ-centered, Bible-based, faith-nurturing educational theory and practice. Class participants explore means by which the beliefs and values of a Christian worldview may be integrated into the total school program, ultimately enabling students to develop a lifestyle in which the spiritual aspects of life blend naturally with day-to-day activities.

EDUC 212 Classroom Management (2)

A study of the varied structuring of the learning environment and the special consideration required in small schools and multi-grade classrooms.

EDUC 301 Philosophy of Adventist Education (3)

Credit does not apply toward a major or a minor.

It is a survey of the philosophy and principles governing the educational program of the Seventh-day Adventist Church.

EDUC 326 Personality Developments (3)

It is the study of human personality and development. This course is designed to help the individuals grow physically, mentally, socially, and spiritually. It will help students in dealing with people more effectively and efficiently.

EDUC 354 Audio Visual Methods of Instruction (3)

Prerequisite: CISY 012

A course designed to acquaint the teacher with the uses of auditory and visual methods in teaching, with emphasis on the use of locally available materials. Two lecture periods and one laboratory period each week is required.

EDUC 405 Classroom Testing and Evaluation (3)

Prerequisite: PSYC 321

Introduction to educational and psychological measurement including construction, application, interpretation, and evaluation of learning and performance by means of classroom tests and diagnostic techniques.

EDUC 412 Current Issues and Problems in Education (3)

It is a study of present contradictory or sharply varying viewpoints on issues, both fundamental and of current concern, in the field of education.

ELED 331 Methods of Teaching Mathematics (3)

A study of the objectives and methods of calculation in basic elementary and secondary mathematics for effective teaching. Curricular planning, instructional materials, modern teaching

methods, recent research, and its application in the classroom for the teaching of mathematics are emphasizing.

EDUC 332 Inclusive Instruction(3)

A study of approaches and techniques that can be used by teachers for inclusion of exceptional children, including gifted children, into the regular classroom setting.

EDUC 426 Guidance and Counseling (3)

This course is to review the entire guidance program of a school, its principles, methods, techniques, tools and instruments and understanding the different behaviors in a classroom.

ELED 471 Elementary School Administrations (3)

A study of the leadership roles of the Headmaster and staff, the organization and administration of school educational services, development of the curriculum, and improvement of instruction.

ELED 495, 6 Seminars in Elementary Education (1 - 3)

Prerequisite: Permission of the Department Head

Group discussion of selected topics in elementary education. Active participation with presentation of scholarly papers is expected of each student. A maximum of three Units of credit may apply toward graduation.

ELED 499 Reading in Educational Classics (1 - 2)

Prerequisite: Permission of the Department Head

A comprehensive reading of educational writing of great educators of the past and present with special reference to elementary education. Open only to majors with a cumulative GPA of 2.25 in the major field. A maximum of two Units of credit may apply toward graduation.

EDUCATIONAL PSYCHOLOGY

PSYC 141 General Psychology (3)

A study of the principles of human behavior, individual differences, motivations, perceptions, and learning. This course

includes the study of human sexuality, morality, and drug abuse and their implications to the person and society as a whole.

PSYC 321 Educational Psychology (3)

Prerequisite: PSYC 141, MATH 201 with a minimum grade of “C”.

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.

PSYC 332 Child Psychology (3)

Prerequisite: PSYC 141 with a minimum grade of “C”.

The course aims at helping the prospective teachers gain a better understanding of the physical, mental, emotional, and social aspects of children, along with the underlying nature of human behavior..

EDAD 301 School Finance (3)

This course is designed to provide basic principles, issues and practices of school finance. The study includes principles of planning, financing, budgeting and analyzing of financial statement.

EDAD 401 Educational Human Resource Mgmt. (3)

This course **examines** the role of the human resource professional as a strategic partner in managing today’s educational institutions. Key functions such as recruitment, selection, development, appraisal, retention, compensation, and labor relations will be examined

SOCI 132 Introduction to Social Studies (3)

Introduction to Social Studies include everyday life of individuals and communities, social system through the culture and values, and defining the meaning of History, Geography, Economic, Politics of the nation.

DEPARTMENT OF RELIGION

Head of Department

Pum Khan Suan, *MA*

Faculty members – Full Time

Connally, *BLA; MA; PhD;*

Paul Tanbaunaw, *MTC; BLA; MA; MAEd; PhD;*

Thu Kha Win, *BA.Rel; MBA*

Lar Shee, *BA. Religion*

Aung Thein, *BA, Rel; MMin*

Go Sawm Sing

Bleh Wah Soe

Visiting Professor

Puia Fanai, *BA; MDiv.*

Degree Programs

Bachelor of Theology (BTh)

Bachelor of Arts in Religion (BA)

Minor in Religion

Minor in Applied Theology

Minor in World Religions

Diplomas and Certificates

Bible Instructor Certificate

Ministerial Training Certificate

Denominational Enrichment Certificate

Bachelor of Theology Degree (BTh)

Mission Statement

To prepare young people for pastoral ministry, and for the teaching of Bible in denominational schools of the Seventh-day Adventist Church in Myanmar.

Objectives

This program is intended to provide professional training for students to prepare them to become effective spiritual leaders in the church and the community. The specific objectives of the program are as follows:

1. To acquaint a student with the life and teachings of Jesus, as well as the teachings of the Bible;
2. To familiarize students with a knowledge of world religions;
3. To teach them how to contextualize their witness for the Gospel of Jesus Christ;
4. To provide knowledge of, and appreciation for the history and mission of the Seventh-day Adventist Church.

Prerequisites

Applicants who are planning to do this program must meet the following requirements:

1. Must complete grade 12 Program
2. Must come up with enthusiasm in the field of Religion/Theology
3. Must have demonstrated English Proficiency

Requirements

To complete the Bachelor of Theology (BTh) program, students are to meet the following requirements:

1. Students must complete 97 semester units of course work specified in the program within a maximum of 8 calendar years.
2. For graduation a minimum GPA 2.50 is required
3. A practical work of 300 units is required for graduation. Non-credit requirements of 300 units are stipulated as follow:

- a. **Canvassing** (100 Units): Canvassing for one summer with a minimum of half scholarship meets this requirement. Evidence of successful canvassing work must be submitted to the Head of Religion Department.

- b. Evangelism** (100 Units): Leading or participating in an evangelistic meeting for at least two weeks earns 100 units.
- c. Church Ministry** (100 Units): Assisting or leading in various churches in/out reach activities for two semesters.
- d. Field Trips**: All students majoring or minoring in the Religion will be required to go on departmental field trips.

BACHELOR OF THEOLOGY DEGREE (BTh) REQUIREMENTS

A total of 134 semester units of course work is required and it is distributed in the followings:

General Education Courses	41
(12 units overlap in major subjects)	
Biblical Studies	22
Biblical Languages	6
Theological and Historical Studies	25
Applied Theology	31
World Mission/World Religions	11
Electives	10
Total	134

1. General Education Requirements: 41 units

2. Courses in Biblical Studies: 22 units

RELB	301,302 Advanced Apocalyptic Literature	(2,2)
RELB	225 Jesus & the Gospels	(3)
RELB	325,326 Pauline Epistles	(3,3)
RELB	401,402 Hebrew Prophets	(3,3)
RELB	415 Pentateuch	(3)

3. Biblical Languages: 6 Units

RELL	201,202 Biblical Greeks	(3,3)
	or	
RELL	203,204 Biblical Hebrew	(3,3)

4. Theological/Historical Studies: 25 units***Theological and Christian Philosophy: 14 units***

RELB	316	Advanced Study in Spirit of Prophecy	(3)
RELB	405, 406	Christian Theology	(3, 3)
RELB	417	The Book of Hebrews	(2)
RELB	481	Hermeneutics	(3)

Church History: 11 units

RELH	203	Biblical Archaeology	(3)
RELH	243	The History of SDA Church in Asia	(3)
RELH	301	History of Christian Church	(3)
RELH	487	History of the Church in Asia	(2)

5. Applied Theology: 31 units

RELP	162	Introduction to Youth Ministry	(2)
RELP	215	Personal Evangelism	(3)
RELP	286	Worship and Church Music	(2)
RELP	329	Healing Ministry and Natural Remedies	(3)
RELP	351, 352	Fundamentals & Methodology of Preaching	(3, 3)
RELP	364	Introduction to Pastoral Ministry	(3)
RELP	384	Field Evangelism	(3)
RELP	462	Church Administration, Stewardship and Finance	(3)
RELP	481	Biblical Servant Leadership	(3)
RELP	482	Pastoral Counseling	(3)

6. World Mission/World Religions: 11 units

RELR	372	Introduction to Buddhism	(3)
RELR	373	Worldview and Spirituality of Buddhism	(3)
RELR	386	Philosophy of Religion	(3)
RELP	411	Mission Anthropology	(2)

7. Electives: 10 Units

RELR	216	Asian Religions	(3)
RELR	282	Primitive Religion	(3)
RELP	342	Youth Counseling	(2)
RELR	374	Introduction to Hinduism	(3)
RELR	375	Introduction to Islam	(3)

Program of Study - Theology

RELB	412	Sanctuary Service	(3)
RELB	416	Eschatology	(3)
RELB	495, 496	Seminar in Religion	(1-3)
RELB	497, 498	Research in Religion	(1- 3)

This degree program is intended for those who have completed grade 12 and who are willing to obtain basic knowledge of Theology in preparing themselves to become Pastors, Evangelists, Bible teachers and Chaplains in Seventh-day Adventist church. This program of study also becomes a ground for them to enter Master of Theology Degree program.

PROJECTED COURSE SEQUENCES THEOLOGY MAJOR

FIRST YEAR:

First Semester

Course	No	Titles	Units
OHED	101	Orientation to Higher Education	1
MYMA	101	Myanmar Language & Culture	2
MUCT	101	Fundamentals of Music	2
RELB	105	Life and Teaching of Jesus	2
ENGL	131	College English	3
PSYC	141	General Psychology	3
HLED	121	Principles of Health	1
IVED	103	Work Ethics	1
NONC	016	Master Guide	S
NONC	039	Work Education	S
Total			16

Second Semester

Course	No	Titles	Units
HLED	122	Principles of Health	1
MYMA	102	Myanmar Language & Culture	2
ENGL	132	College English	3
RELP	162	Introduction to Youth Ministry	2
EDUC	210	Integration of Faith & Learning	3
RELR	216	Asia Religion (Elective)	3
RELB	282	Spirit of Prophecy	3
NONC	039	Work Education	S
Total			17

SECOND YEAR:

First Semester

Course	No	Titles	Units
RELL	201	Biblical Greek	3
RELB	203	Christian Beliefs	3
ENGL	211	Introduction to Research Writing	2
RELP	215	Personal Evangelism	3
RELB	225	Jesus & the Gospels	3
RELH	243	History of the SDA Church in Asia	3
RELB	301	Advanced Apocalyptic Literature	2
NONC	039	Work Education	S
Total			18

Second Semester

Course	No	Titles	Units
RELP	286	Worship and Church Music	2
RELL	202	Biblical Greek	3
RELH	203	Biblical Archaeology	3
RELB	302	Advanced Apocalyptic Literature	2
RELP	364	Introduction to Pastoral Ministry	3
CISY	203	Power Point	2
NONC	039	Work Education	S
Total			15

THIRD YEAR:

First Semester

Course	No	Titles	Units
EDUC	301	Philosophy of Adventist Education	3
RELH	301	History of Christian Church	3
RELB	325	Pauline Epistles	3
RELP	351	Fundamentals and Methodology of Preaching	3
RELP	372	Introduction to Buddhism	3
RELB	401	Hebrew Prophets	3
RELP	384	Field Evangelism	3
NONC	028	Leadership Skills	S
NONC	039	Work Education	S
Total			21

Second Semester

Course	No	Titles	Units
RELB	316	Advanced Study in Spirit of Prophecy	3
RELB	326	Pauline Epistles	3
RELP	329	Healing Ministry & Natural Remedies	3
RELP	352	Fundamentals and Methodology of Preaching	3
RELR	386	Philosophy of Religion	3
RELB	402	Hebrew Prophets	3
NONC	028	Leadership Skills	S
NONC	039	Work Education	S
		Total	18

FOURTH YEAR:

First Semester

Course	No	Titles	Units
RELB	405	Christian Theology	3
RELP	411	Mission Anthropology	2
RELB	415	Pentateuch	3
RELB	417	The Book of Hebrews	2
RELB	481	Hermeneutics	3
RELP	481	Biblical Servant leadership	3
RELH	487	History of the Church in Asia	2
		Electives	2
NONC	039	Work Education	S
		Total	18

Second Semester

Course	No	Titles	Units
RELR	373	Worldview & Spirituality of Buddhism	3
RELB	406	Christian Theology	3
RELP	462	Church Administration, Stewardship, & Finance	3
RELP	482	Pastoral Counseling	3
		Electives	5
NONC	028	Leadership Skills	S
NONC	039	Work Education	S
		Total	17

Bachelor of Arts in Religion Degree (BA—Religion)

Mission Statement

To enhance the Mission in Myanmar Union Mission with the equipped trainees of Religion Department for finishing the work before Christ's coming so that people will be saved and be ready when the Lord appears.

Objectives

This program is intended to provide professional training for the students to prepare them to become effective spiritual leaders in the church and community.

The specific objectives of the program are as follow:

1. To provide students to study the Bible and enter into personal relationship with the Lord.
2. To help students develop Christian character and reflect the image of Jesus fully.
3. To provide adequate training for Adventists who desire to prepare themselves as ministers in the Adventist Church in Myanmar.
4. To maintain professional growth through continuous study and upgrading in different theological disciplines.
5. To prepare certain students for graduate programs in religion.

Prerequisites: Applicants who are planning to do this program must meet the following requirements:

1. Must complete grade 12 Program
2. Must come up with enthusiasm in the field of Religion
3. Must have demonstrated English Proficiency

Requirements: To complete the Bachelor of Arts in Religion program, students are to meet the following requirements:

1. Students must complete 104 semester units of course work specified in the program within a maximum of 8 calendar years.
2. For graduation a minimum GPA 2.50 is required.

3. A practical work of 300 units is required for graduation. Non-credit requirements of 300 units are stipulated as follows:
 - a. **Canvassing** (100 Units): Canvassing for one summer with a minimum of half scholarship meets this requirement. Evidence of successful canvassing work must be submitted to the Head of Religion Department.
 - b. **Evangelism** (100 Units): Leading or participating in an evangelistic meeting for at least two weeks earns 100 Units.
 - c. **Church Ministry** (100 Units): Assisting or leading in various churches in/out reach activities for two semesters.
4. All students majoring or minoring in the Religion/Theology Department will be required to go on departmental field trips.

BACHELOR OF ARTS IN RELIGION MAJOR REQUIREMENTS

Bachelor of Arts in Religion major Requirements: A total of 136 semester units of course work, inclusive of minor requirements is required and it is distributed in the followings:

General Education	41 (12 units overlap)
Christian Theology	34
Patoral Theology	18
Biblical Languages	6
World Mission/World Religions	9
Chruch History	8
Cognate	5
Minors	28
Total	134 units

General Education: 41 units

Christian Theology: 31 units

REL B	301, 302	Advanced Apocalyptic Literature	(2, 2)
REL B	316	Advanced Study in Spirit of Prophecy	(3)

RELR	386	Philosophy of Religion	(3)
RELB	325, 326	Pauline Epistles	(3, 3)
RELB	401, 402	Hebrew Prophets	(3, 3)
RELB	405, 406	Christian Theology	(3, 3)
RELB	416	Eschatology	3
		Introduction to Teaching	3

Pastoral Theology: 18 units

RELP	215	Personal Evangelism	(3)
RELP	351- 352	Fundamentals and Methodology of Preaching	(3,3)
RELP	364	Introduction to Pastoral Ministry	(3)
RELP	384	Field Evangelism	(3)
RELP	482	Pastoral Counseling	(3)

Biblical Language: 6 units

RELL	201- 202	Biblical Greek (OR)	(3-3)
RELL	203- 204	Biblical Hebrew	(3-3)

World Mission/World Religion: 9 units

RELR	216	Asian Religions	(3)
RELR	372	Introduction to Buddhism	(3)
RELR	373	Worldview and Spirituality of Buddhism	(3)

Pre-requisite: RELR 372 with minimum grade of "C"

Church History: 8 units

RELH	243	The History of SDA Church in Asia	(3)
RELH	301	History of Christian Church	(3)
RELH	487	History of the Church in Asia	(2)

Cognate: 5 units

PHIL	251	Introduction to Philosophy OR	(2)
PHIL	282	Logic	(2)
RELH	203	Biblical Archaeology	(3)
ENGL	412	Biblical Literature	(2)

Minor in Religion

Religion Minor Requirements: Twenty-seven hours, including a minimum of **twelve** upper division. Minimum grade “C” is required. The required courses are:

Core requirements:	18 units
Cognate requirements	3 units
Electives	6 units
Total	27 units

Core Requirements: 18 units (RELB 301, 302 overlap)

RELB	301, 302	Advanced Apocalyptic Literature	(2, 2)
RELB	316	Advanced Study in Spirit of Prophecy	(3)
RELB	325, 326	Pauline Epistles	(3, 3)
RELR	372	Introduction to Buddhism	(3)
RELB	405, 406	Christian Theology	(3, 3)

Cognate Requirement: 3 units

(minimum grade “C” is required).

RELR	216	Asian Religions	(3)
		Electives: 6 units	(6)
		Total	(27)

Minor in Applied Theology

Applied Theology Minor Requirements: Twenty-eight hours, including minimum of twelve upper division. Minimum grade “C” is required. The required courses are:

Core requirements	23 units
Electives	5 units
Total	28 units

Core Requirements: 23 units

RELP	215	Personal Evangelism	(3)
RELP	351-352	Fundamentals and Methodology of Preaching	(3-3)
RELP	364	Introduction to Pastoral Ministry	(3)
RELP	384	Field Evangelism	(3)

RELP	411	Mission Anthropology	(2)
RELP	464	Mission and Contextualization	(3)
RELP	482	Pastoral Counseling	(3)

Electives: 5 units (5)
Total (28)

Minor in World Religion

World Religion Minor Requirements: Twenty-eight hours,
including minimum of **twelve** upper division hours.

Core requirements	18 units
Cognate requirements	2 units
Electives	8 units
Total	28 units

Core Requirements: 18 units

RELR	216	Asian Religions	(3)
RELR	372	Introduction to Buddhism	(3)
RELR	374	Introduction to Hinduism	(3)
RELR	375	Introduction to Islam	(3)
RELR	373	Worldview and Spirituality of Buddhism	(3)

Pre-requisite: RELR 372 with minimum grade of “C”

RELG	386	Philosophy of Religion	(3)
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Cognate Requirement: 2 units with minimum grade of “C”
is required.

RELP	411	Mission Anthropology	(2)
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Electives: 8 units (8)
Total (28)

PROJECTED COURSE SEQUENCE
RELIGION MAJOR

FIRST YEAR:		First Semester	
Course	No	Titles	Units
MYMA	101	Myanmar Language & Culture	2
MUCT	101	Fundamentals of Music	2
RELB	105	Life and Teachings of Jesus	2

Program of Study - Theology

NONC	016	Master Guide	S
ENGL	131	College English	3
PSYC	141	General Psychology	3
RELL	201	Biblical Greek	3
HLED	121	Principles of Health	1
NONC	039	Work Education	S
Total			16

Second Semester

Course	No	Titles	Units
ORHE	101	Orientation to Higher Education	1
MYMA	102	Myanmar Language & Culture	2
HLED	122	Principles of Health	1
CISY	203	PowerPoint	2
ENGL	132	College English	3
RELL	202	Biblical Greek	3
ENGL	211	Introduction to Research Writing	2
RELH	203	Biblical Archaeology	3
IVED	103	Work Ethics	1
NONC	039	Work Education	S
Total			18

SECOND YEAR:

First Semester

Course	No	Titles	Units
RELB	203	Christian Beliefs	3
RELP	215	Personal Evangelism	3
RELH	243	The History of SDA Church in Asia	3
PHIL	251	Introduction to Philosophy	2
RELP	251	Fundamentals & Methodology of Preaching	3
RELB	301	Advanced Apocalyptic Literature	2
NONC	039	Work Education	S
Total			18

Second Semester

Course	No	Titles	Units
EDUC	210	Integration of Faith & Learning	3
RELR	216	Asian Religions	3
RELP	252	Fundamentals & Methodology of Preaching	3

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RELR	372	Introduction to Buddhism	3
RELB	302	Advanced Apocalyptic Literature	2
RELB	282	Spirit of Prophecy	3
NONC	039	Work Education	S
Total			17

THIRD YEAR:**First Semester**

Course	No	Titles	Units
EDUC	301	Philosophy of Adventist Education	3
RELB	325	Pauline Epistles	3
RELH	301	History of Christian Church	2
RELR	373	Worldview & Spirituality of Buddhism	3
RELB	416	Eschatology	3
		Minor Subject	3
RELH	301	History of Christian Church	3
NONC	028	Leadership Skills	S
NONC	039	Work Education	S
Total			20

Second Semester

Course	No	Titles	Units
RELB	326	Advanced Study in Spirit of Prophecy	3
RELB	326	Pauline Epistles	3
RELP	364	Introduction to Pastoral Ministry	3
RELP	384	Field Evangelism	3
RELR	386	Philosophy of Religion	3
		Minor Subject	3
NONC	028	Leadership Skills	S
NONC	039	Work Education	S
Total			18

FOURTH YEAR:**First Semester**

Course	No	Titles	Units
RELB	401	Hebrew Prophets	3
RELB	405	Christian Theology	3
RELH	487	History of the Church in Asia	2
		Minor Subjects	10
NONC	028	Leadership Skills	S
NONC	039	Work Education	S

Total			18
Second Semester			
Course	No	Titles	Units
RELB	402	Hebrew Prophets	3
RELB	406	Christian Theology	3
RELP	482	Pastoral Counselling	3
		Minor subjects	9
NONC	028	Leadership Skills	S
NONC	039	Work Education	S
Total			18

COURSE DESCRIPTION (THEOLOGY AND RELIGION)

PHILOSOPHY

PHIL 251 Introduction to Philosophy (2)

A survey course covering the various philosophized schools of the world from ancient days to the present time.

PHIL 282 Logic (2)

An introductory course to help the student acquire working knowledge on the basic principles of reasoning, covering language deduction and induction.

RELIGION—Theological Studies

RELB 105 Life and Teachings of Jesus Christ (2)

Credit does not apply toward a major or a minor.

A study of the life, ministry, and teachings of our Lord Jesus Christ found in the canonical gospels and in the writings of Ellen G. White. This course attempts to interpret the meaning of the life and teachings of Jesus Christ in the present context.

RELB 201 Christian Beliefs (3)

Credit does not apply toward a major or a minor.

A study of fundamental beliefs of the Seventh-day Adventist Church and the moral principles found in the Bible and practically participating in witnessing.

RELB 225 Jesus and the Gospels (3)

A comprehensive study of the life and teachings of Jesus as unfolded in the four Gospels with analytical attention to the gospel writers and their writings in an attempt to reveal the impact of His self-revelation on that age and ours.

RELB 282 Spirit of Prophecy and SDA Church History (3)

A study of counsels given in the Spirit of Prophecy and the study of the founding of the Seventh-day Adventist Church history.

RELB 291, 292 Apocalyptic Literature (2, 2)

Credit does not apply toward a Major or Minor.

A study of the apocalyptic literature as found in the books of Daniel and Revelation. A special emphasis is placed on the interpretation of the symbolical meanings of the prophecies.

RELB 301, 302 Advanced Apocalyptic Literature (2, 2)

An advanced study of the apocalyptic literature concentrated on the books of Daniel and Revelation.

RELB 316 Advanced Study in Spirit of Prophecy (3)

Advanced study of the counsels given in the Spirit of Prophecy and the principles of interpretation for the Spirit of Prophecy that provides a guide to solving the problems of everyday living.

RELB 325, 326 Pauline Epistles (3, 3)

An exegetical study of the Epistles of the New Testament and their background, to appreciate the theological concepts that guided the Christian church in its infancy.

RELB 401, 402 Hebrew Prophets (3, 3)

A study of the prophetic tradition as a creative force in the Old Testament times with specific investigation of individual prophets from the viewpoint of their major concepts and teachings. Emphasis is placed on the relevance of the prophets for today.

RELB 405, 406 Christian Theology (3, 3)

A concentrated study of the leading theological concepts of the Bible.

RELB 412 Sanctuary Service (3)

A study of earthly and heavenly sanctuary services with special emphasis on the principles of the plan of salvation and their bearing on Adventist theology.

RELB 415 Pentateuch (3)

This course deals with exegetical-theological studies of the first five books of the Old Testament commonly known as the Pentateuch (Five Scrolls). The Jews, to which these five books were originally given, call them collectively as the Torah.

RELB 416 Biblical Eschatology (3)

Biblical approach to a study of last things such as second coming of Christ, judgment of God, the kingdom of God, the millennium, the Son of Man, and the Day of the Lord.

RELB 417 The Book of Hebrews (2)

Verse by verse study of the high priestly ministry of Jesus Christ in the heavenly Sanctuary.

RELB 481 Hermeneutics (3)

An examination of the formation of sound principles of biblical interpretation with application of selected texts.

RELB 495, 496 Seminar in Religion (1 to 4)

Prerequisite: Permission of the Department Head

Group discussion of selected themes from Christian and non-Christian religions. Active participation with presentation of scholarly papers is expected from each student. A maximum of four units of credit may apply toward graduation.

RELB 497, 498 Research in Religion (1 to 3)

Prerequisite: Permission of the Department Head

Research into Christian and non-Christian religions under the guidance of the Department Head. The student is expected to defend his findings before the department staff. A maximum of three units of credit may apply toward graduation.

RELB 499 Readings in Religion (2)

Prerequisite: Permission of the Department Head

A consideration of the works of selected theologians past or present. Copious reading of the sources with critical evaluation is required of students. Open only to Religion majors with a cumulative GPA of 2.5 in their major field.

RELIGION—Applied Theology

RELP 162 Introduction to Youth Ministry (2)

It is designed for the benefit of youth leaders and young pastors. The emphasis is placed on the purpose of youth work, the principles and the practical insights for motivating young people in the ministry.

RELP 215 Personal Evangelism (3)

Prerequisite: RELB 101, 102

A study and practice of the techniques of personal work in evangelism and the dynamics of witnessing the gospel in a small group or one to one basis. Laboratory work as needed.

RELP 351-352 Fundamentals & Methodology of Preaching (3, 3)

Prerequisite: Permission of the Department Head

An introduction to the principles governing sermon construction and the development of a theology of preaching. Careful attention is given to the structuring of various types of sermons as well as to the dynamics of delivery styles. Giving training in the preparation and delivery of sermons for worship and evangelism. Laboratory work as needed.

RELP 286 Worship and Church Music (2)

A study of the role of hymns and music in Christian worship and biblical Principles of worship appropriate to our time and place in view of modern liturgical trends.

REL P 329 Healing Ministry and Natural Remedies (3)

A study of God's main purpose for establishing His church and the church's responsibility towards her surrounding community with emphasis on medical missionary work and a hands-on study of treating diseases through the agencies of nature following the guidelines as outlined in the Spirit of Prophecy and with confirmation of scientific studies.

REL P 342 Youth Counseling (2)

It is designed for educating and counseling the youth in day to day life as involving in the ministry.

REL P 364 Introductions to Pastoral Ministry (3)

A study of the basic principles underlying the work of the pastor or evangelist as a leader of worship counseling and organizing the local church.

REL P 372 Principles and Process of Church Growth (2)

A study of the strategies, methods, principles, and process of church growth in the context of Seventh-day Adventist theology of evangelism.

REL P 384 Field Evangelism (3)

Prerequisite: REL P 215; REL P 351-352

Participation as an assistant in the evangelistic campaign under the supervision.

REL P 411 Mission Anthropology (2)

Principles and findings of anthropology applied to the task of the missionary to facilitate cross-cultural communications.

**REL P 462 Church Administrations, Stewardship,
and Finance (3)**

Prerequisite: REL P 364

A study of principles and strategies to develop and effective Bible based leadership style in Adventist Denomination and church financial structure with emphasis on budget, accounting of funds,

and keeping of accurate receipts and financial records at the local church level.

RELP 464 Mission and Contextualization (3)

A study of the relation of never changing biblical truth to ever changing human culture and context. This course is to explore how to present those biblical truths to be relevant and clear to the receptive audience which is very remote from the original time and place when the message was spoken or delivered.

RELP 481 Biblical Servant Leadership (3)

A study of leadership principles from the Bible and the writings of Ellen G. White. This course explores what biblical servant leadership is all about: the significance of the spirituality of Christian leaders, the fundamental characteristics of a servant leader, and how spiritual leaders serve people with competence.

RELP 482 Pastoral Counseling (3)

A study of the role of the pastor as a personal counselor in a variety of situation related to the ministry of the church. Field works as needed.

RELIGION—Biblical Languages

RELL 201–202 Biblical Greek (3, 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.

RELL 203–204 Biblical Hebrew (3, 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.

RELL 361 Greek Reading (3)

The familiarity of Greek texts and the development of reading for interpretative ability in Greek.

RELL 381 Hebrew Reading (3)

The familiarity of Hebrew texts and the development of reading for interpretative ability in Hebrew.

RELIGION—Religious History

RELH 203 Biblical Archaeology (3)

A study of archeological materials in the Bible lands which illuminate the meaning, authenticity, and accuracy of the Bible.

RELH 243 The History of SDA Church in Asia(3)

A study of the origin and development of the Seventh-day Adventist Church from the Millerite movement to the present day, and a study of the growth and spread of SDA Church.

RELH 301 History of Christian Church (3)

A survey of movement, tendency, doctrines and personalities in the Christian church from the apostolic days to the modern era.

RELH 487 History of the Church in Asia (2)

A summary of the Christian church in Asia with special emphasis on its growth in Southeast Asia and in the Far East.

RELIGION—World Religion

RELH 282 Primitive Religions (3)

A study of the primitive religions and animistic religion found among the people in Myanmar.

RELH 316 Asian Religions (3)

A study of the history, beliefs, and practices of major living religions other than Judaism and Christianity. Field trips as arranged.

RELH 372 Introduction to Buddhism (3)

Prerequisite: RELR 316 or Concurrent registration

A study of the teachings of Buddha and the various seats in Buddhism. Emphasis is placed on Theravada Buddhism in Myanmar and also the emphasis on the similarity and different between Buddhism and Christianity.

RELR 373 Worldview and Spirituality of Buddhism (3)

Prerequisite: RELR 372

A study of the core teaching of Buddhism such as four noble truths, dependent origination, and the practices that shape the spiritual life such as meditation (samata, rippassana) and doing merits, etc.

RELR 374 Introduction to Hinduism (3)

A study of the teaching of Hinduism from Vedic time to the present day. Include the impact of religions such as Jainism, Buddhism on contemporary Hinduism. Field trips as needed.

RELR 375 Introduction to Islam (3)

A study of the teaching of Mohammed, the fundamental beliefs of Islam and survey of Islam in the countries of the world.

RELR 386 Philosophy of Religion (3)

A study of the relevance of religion in the life of the individual and community; traditional and contemporary arguments advanced for the reality of God, reality of religions experienced, the problem of evil, and the destiny of man.

DIPLOMAS & CERTIFICATES

The Religion Department also offers **Bible Instructor Certificate** and **Ministerial Training Certificate** to students who desire to prepare themselves as teachers for primary, elementary schools and evangelists in the Adventist Church in Myanmar. The following requirements have to be met. The exemption from the general requirements **for those who have completed undergraduate program** from any other institution will be determined by the Academic Committee.

Entrance Requirements. Bible Instructor Certificate is intended for those who have not High School certificate. Ministerial Training Certificate is intended for those who have High School certificate and who have graduated from government colleges.

BIBLE INSTRUCTOR CERTIFICATE

Core Requirements: 23 units

NONC	016	Master Guide	S
ELED	141	Introduction to Teaching	3
RELB	325/6	Pauline Epistles	3
ELED	316	Methods of Teaching Bible & Religion	2
RELP	351-352	Fundamentals and Methodology of Preaching	3-3
RELP	364	Introduction to Pastoral Ministry	3
PSYC	321	Educational Psychology	3
RELB	401/402	Hebrew Prophets	3

Cognate Requirements: (*Minimum grade of "C" is required*)

RELH	301	History of Christian Church	3
RELB	405/406	Christian Theology	3
EDUC	210	Integration of Faith & Learning	3
Total			32

MINISTERIAL TRAINING CERTIFICATE

Core Requirements: 24 units

NONC	016	Master Guide	S
RELP	215	Personal Evangelism	3
RELP	351-352	Fundamentals and Methodology of Preaching	3-3
RELP	364	Introduction to Pastoral Ministry	3
RELP	481	Biblical Servant Leadership	3
RELB	325/326	Pauline Epistles	3
RELB	405/406	Christian Theology	3
RELR	216	Asian Religions	3

Cognate Requirements: 6 units (*Minimum grade of "C")*

RELH	301	History of Christian Church	3
RELP	482	Pastoral Counseling	3
Total			30

DENOMINATION ENRICHMENT CERTIFICATE

Myanmar Union Adventist Seminary offers a specific set of courses that are meant to orient a student to the Adventist academic and theological climate as well as philosophy of education. A certificate is issued by the Seminary to a student who has satisfactorily completed the program. It can be taken on a full-time basis, or as part-time. Those taking the program, however, are required to have completed a bachelor's degree prior to enrollment in the Enrichment program.

Requirement:

Core Requirement: 25 units

NONC	016	Master Guide	S
RELB	105	Life and Teachings of Jesus	2
HLED	121	Principles of Health	1,1
RELB	203	Christian Beliefs	3
RELB	282	Spirit of Prophecy & SDA Church History	3
RELB	291,292	Apocalyptic Literature (Daniel & Revelation)	2, 2
EDUC	301	Philosophy of Adventist Education	3
RELB	325,326	Pauline Epistles	3, 3

Electives: 8 Units

EDUC	141	Introduction to Teaching	3
EDUC	210	Integration of Faith and Learning	3
EDUC	212	Classroom Management	2
PSYC	321	Educational Psychology	3
EDUC	405	Educational Assessment and Evaluation	3

Total **33**

DEPARTMENT OF APPLIED ARTS (MINOR)

Head

Win Hlaing Oo, BA

Faculty

Tun Naing Oo, BA

Zaw Min Tun Than, BA

Mission Statement

Every graduate of MUAS is to be equipped with both theoretical and practical knowledge to cope well with their future world.

Objectives

This course endeavors to enable the students to:

1. Utilize the practical knowledge in their daily lives.
2. Help meet the practical need of their family and community.
3. Use their own hands in building up their community.
4. Enrich the world through food production.
5. Care for the domestic animals properly.

Course requirement

Twenty-nine credit units and 200 units of practical work in the related fields under the supervision of the department staff.

AAAG	105	Organic Farming	3
AAAG	152	Gardening and Vegetable Production	2
AAAG	251	Livestock farming	3
AAIA	201	Carpentry Fundamentals	3
AAIA	202	Masonry Fundamentals	3
AAIA	223	Maintenance Technology	2
AAIA	241, 242	Auto Mechanics	2, 2
AAIA	252	Arc Welding	2
AAHS	356	Food Processing and Preservation	3
AAIA	261-262	Basic Electronic	2-2

COURSE DESCRIPTION (APPLIED ARTS)

AAAG103 Introduction to Agriculture (2)

A general course to acquaint the students with the branches of farming that come under the name agriculture with an introduction to the many problems a farmer encounters. Laboratory and field trips as required.

AAAG 105 Organic Farming (3)

A course that acquaints students with natural ways of farming without using any chemicals, preparation manure and soil, introducing the students with problems, and solutions farmers are likely to face. Lab and field trips as required.

AAAG152 Gardening and Vegetable Production (3)

A course in vegetable gardening with a study on preparation, cultivation, and fertilization of garden crops emphasizing the use of organic manure. Two lecture periods with one laboratory work.

AAIA 201 Carpentry Fundamentals (3)

A course on kinds of wood, the use of woodworking tools and the making of common wooden household items. One lecture, and one or more laboratory periods per week as needed.

AAIA 202 Masonry Fundamentals (3)

The course deals with basic knowledge in concrete construction work using bricks, concrete blocks, structural clay tiles, stones, cement, lime, gypsum, et. each in proper proportion; taking measurement and doing, calculation for foundation, laying firm foundation with cement mortar, brick laying and plastering. One lecture periods with two laboratory work. Field trip to public construction works is arranged as needed.

AAIA 241, 242 Auto Mechanics (2, 2)

Fundamental study on description, operating principles and minor servicing of automobile parts/systems. One lecture, one or more laboratory periods per week as needed.

AAIA 223 Maintenance Technology (2)

A practical course to build up skills required for the up-keep and maintenance of the school campus physical plant and facilities. One lecture, and one or more laboratory periods per week as needed.

AAIA 252 Arc Welding (2)

A study on the operation and application of the arc welding equipment using a typical joint design. One lecture, and one laboratory period per week.

AAIA 261-262 Basic Electronic (2,2)

The study of basic electronic technology teaches students how to install and troubleshoot of air condition and refrigerator through classroom lectures and hands-on experience. One lecture, one or more laboratory periods per week as needed.

AAAG251 Livestock Farming (3)

A study on the hygienic care and management of farm livestock, especially fowls and dairy cows, for home-industry purpose.

AAHS 356 Food Processing & Preservation (3)

A study of feasible ways to preserve food without using chemicals and over-processing with home-grown vegetables, fruits, crops, and dairy products.

DEPARTMENT OF APPLIED SOCIAL SCIENCES MINOR

Head of Department

Lal Lung Muan Par @ Yatana Oo, BA Ed; M.A. (ISS), M.A. Ed

Faculty

Lal Lung Muan Par @ Yatana Oo, BA Ed; MA (ISS); MA Ed
Dr. Htway Lay, M.B.B.S., Yangon, Myanmar; MPH, Loma
Linda, USA
Michael Paul, BA (BTH), MPH

Guest Lecturer

Teddy Din, BA; MSA (IDP)
Dr. Kaw Ku, B.L.A.; DIP AGRI; M. PHIL; Ph.D. in
Economic; ED.D
Naw Wah Shee Mu, BA Ed., MA (ISS)
Zar Ni Htway, BA Ed; MA (ISS)
May Thagyan Soe, BA De; MA (ISS)
Phyu Phyu Win, BNSC; CDCE; MA (ISS)
Cho Cho Thel, BA Ed., MA. (ISS)
Khaing Mar, Lin BA; MA (ISS)
Lee Ju Hee (Lilly), BBA; ASN; M.A CC; Ph.D. Candidate in
Multicultural Education

Mission Statement

The Department of Applied Social Sciences at Myanmar Union Adventist Seminary and College is committed to delivering comprehensive and rigorous instruction in scientific disciplines. Our mission is to equip students with advanced critical and creative thinking skills, along with practical research competencies, within the context of a Christian framework. Our primary goal is to empower students to make meaningful and positive impacts on the lives of diverse individuals.

Vision

Our vision is to prepare students for successful career advancement in humanitarian organizations and to create pathways for further educational pursuits.

Objectives

1. Foster a comprehensive understanding of the value and significance of social science as scientific disciplines among students.
2. Develop students' ability to critically apply their social science knowledge in addressing national development issues.
3. Enhance students' social research capacities, enabling them to undertake research at community, regional, and national levels.
4. Equip students with the necessary skills and knowledge for employment opportunities in various sectors, including public, private, and development organizations.
5. Cultivate students' theoretical and analytical thinking skills in the field of social science, while emphasizing the development of research and practical competencies, such as strategic planning, evaluation, and effective communication, with a particular focus on exceptional writing proficiency.

By steadfastly pursuing these objectives, the Department of Applied Social Science strives to foster a dynamic and intellectually stimulating academic environment that promotes excellence and nurtures the growth and success of our students.

Prerequisite Courses

These courses are prerequisites that students must complete before enrolling in specific courses within the Applied Social Sciences Minor:

Course Titles			Units
CISY	012	Word Processing	2
CISY	201	Data Processing	2
ENGL	211	Introduction to Research Writing	3
ASSC	212	Social Statistics (Excel)	2

Students of Applied Social Sciences Minor with major in Business Administration who have completed specific courses, including BUAD 209 Business Statistics, ECON 201 Principles of Economics, FINA 405 Business Finance, may be eligible to receive credit for corresponding courses. Here are the courses and credits that can be transferred:

BUAD 209 Business Statistics (3 units) -> ASSC 212 Social Statistics (2 units)

ECON 201 Principles of Economics (3 units) -> ASSC Social Economics (2 units)

FINA 405 Business Finance (3 units) -> ASSC 222 Finance Management in Community Development (2 units)

Students of Applied Social Sciences Minor with major in Education those who have completed the course MATH 201 Probability and Statistics (3 units) course may be eligible to receive credit for the course ASSC 212 Social Statistics (2 units), SOCI 132 Introduction to Social Studies (3 units) may be eligible to receive credit for the course for ASSC 214 Introduction to Social Science and the Humanities (3 units). BIOL 301 Environmental Science (2 units) may also be eligible to receive credit for the course for ASSC 228 Environmental Justice, Harm, and Policy (2 units).

Minimum Requirements

To earn a minor in Applied Social Sciences, students must complete a total of 32 units in addition to any major offered by the college, such as Religion, Business Administration, and Education. The specific requirements for the Applied Social Sciences minor are as follows:

Applied Social Sciences Minor Requirements

To earn a minor in Applied Social Sciences, students must complete a total of 32 units in addition to any major offered by the college, such as Religion, Business Administration, and Education. The specific requirements for the Applied Social Sciences minor are as follows:

Core Requirement Courses	16 Units
Elective Requirement Courses	10 Units
Cognate Requirement	3 Units
Internship Requirement	3 Units
Total	32 Units

In total, students must accumulate 32 units to fulfill the requirements for the Applied Social Sciences minor.

Core Requirements: 16 units

ASSC	214	Introduction to Social Science and the Humanities	3
ASSC	215	Applied Social Research Methods and Assessment	3
ASSC	300	Community Project Management	3
ASSC	301	Ethical Issues in Development Practice	2
ASSC	302	The Church's Social Responsibility (Welfare Ministry)	2
ASSC	401	Project Planning and Proposal Writing	3

Elective Requirements: 10 units

ASSC	216	An Introduction to Peace and Conflict Resolution	2
ASSC	217	Human Rights and Social Justice	2
ASSC	218	Principles of Public Health Practice	2
ASSC	219	Gender, Development and Social Change	2
ASSC	220	Financial Management in Community Development	2
ASSC	221	Introduction to Climate Change	2
ASSC	222	Emergency and Disaster Management	2
ASSC	223	Environmental Justice, Harm and Policy	2
ASSC	303	Livelihood and Food Security	3
ASSC	304	Basic Principles of Monitoring and Evaluation	3

Cognate Requirement: 3 units

ASSC	202	Effective Communication in Leadership	3
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Internship Requirement: 3 units

ASSC	402	Internship/Volunteer	3
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All students pursuing a minor in Applied Social Sciences are required to complete the 32-units minor requirement and

successfully fulfill professional training. To fulfill the internship requirement of 3 units during the school term, students must obtain approval from the head of the department and complete a minimum of 320 hours of internship/Volunteers. Upon completion of the required internship/volunteers hours, students must submit the necessary documentation to the school's registrar's office for inclusion in their official transcript. Please note that failure to complete the internship/volunteers requirement will render undergraduate candidates ineligible for graduation.

COURSE DESCRIPTION (APPLIED SOCIAL SCIENCES)

ASSC 202 Effective Communication in Leadership (3)

This comprehensive course is designed to equip individuals in leadership roles, team members, and workgroups with the necessary skills for effective communication in the modern world. It emphasizes the development of cutting-edge leadership communication competencies, highlighting collaboration, communication, creativity, and adaptability. Through interactive activities and a practical approach, participants learn to apply their learning in real-world situations while gaining insights into communication practices employed by renowned firms, fostering personal growth and enhancing communication skills. (Teamwork and Workgroups)

ASSC 212 Social Statistics (2)

(Prerequisite: CISY 012; CISY 201)

Social Statistics is a foundational course that introduces students to the use of statistical methods and data analysis techniques within the context of social sciences. This course is designed to equip students with the knowledge and skills required to collect, analyze, interpret, and present quantitative data in various social science fields. It provides a solid understanding of statistical tools and their application to real-world social issues and research.

ASSC 213 Social Economics (2)

Social Economics" is a multidisciplinary field that combines principles and concepts from both economics and sociology. It examines how economic factors and social factors interact and

influence one another in various contexts

ASSC 214 Introduction to Social Science and the Humanities (3)

This course provides an introduction to the foundational areas of social science and humanities, with a particular focus on social science. It explores how these disciplines intersect and influence the lives of individuals within society. Students are encouraged to think critically and develop essential skills relevant to applied social sciences. The course also fosters reflection on personal beliefs and values..

ASSC 215 Applied Social Research Methods and Assessment (3)

Pre-requisite: ENGL 211 with minimum grades "C"

This comprehensive course is divided into two parts, providing students with a thorough understanding of social research methods and assessment. In the first part, students are introduced to the fundamental concepts of social research and the commonly employed methods for data collection. The second part builds upon the concepts covered in the initial phase, delving deeper into their application. Additionally, students will acquire the necessary skills to analyze collected data, generate evidence, and produce comprehensive reports. Through a combination of theoretical knowledge and practical exercises, this course prepares students to undertake rigorous and effective social research.

ASSC 216 An Introduction to Peace and Conflict Resolution (2)

This course offers a concise introduction to the fundamental concepts in peace education. It is divided into two parts, each addressing key aspects of peace and conflict. The first part delves into an examination of conflicts, encompassing an exploration of various conflict types, the actors engaged in conflicts, and the principal sources from which conflicts emerge. The second part of the course delves into the notion of peace, investigating the intricacies of peacemaking and transitional justice.

ASSC 217 Human Rights and Social Justice (2)

This course provides a comprehensive exploration of the foundational concepts of human rights and their role in promoting sustainable development. It examines the historical emergence of human rights, analyzes key United Nations charters, and focuses on the drafting process and objectives of the Universal Declaration of Human Rights (UDHR). Students will gain an understanding of each article of the UDHR and explore the roles of various stakeholders in promoting and protecting human rights. The course also covers international covenant on political, civil, social, economic, and cultural rights, along with the nine-core international human rights treaties. By the end of the course, students will possess a comprehensive understanding of human rights principles, their historical context, and the mechanisms involved in their promotion and protection, enabling them to critically analyze contemporary human rights issues and contribute to the advancement of human rights discourse and practices..

ASSC 218 Principles of Public Health Practices (2)

This course provides a comprehensive examination of Principle of public health Practice, emphasizing in fundamentals of public health operations and systems, including key definitions, a history of the discipline, public health settings, the link between public health and health care delivery, epidemiology, policy and administration, evidence-based decision making, legal considerations, and the another important part is sanitation in disease prevention and the recognition of individual privacy as a fundamental human right. Students gain insights into promoting behavior change related to hygiene practices, environmental cleanliness, and the control of vector-borne infections. Additionally, the course explores the implementation of prevention and awareness programs for major health issues such as HIV/AIDS, tuberculosis, and malaria. It also addresses the promotion of maternal and child health, nutrition, and family planning initiatives. Through a multidimensional approach, students develop the knowledge and skills necessary to contribute to public health interventions and improve overall community well-being.

ASSC 219 Gender, Development and Social Change (2)

This course delves into how gender analysis and practice is shaping the process of political and social development. The complex social concepts of gender and sex, examining their distinctions and implications within communities. It explores the roles of women and men in families, the impact of gender in the realm of work and the economy, and the challenges faced by working parents. The course also addresses various gender-related issues in education, religion, leadership, sexuality, and identity, including sexual orientation. Through an examination of cultural variations and the analysis of key terms, students gain a deeper understanding of how these concepts manifest differently across societies. Additionally, the course explores the process of social change in the community from intersectional, gender and rights based approach to development.

ASSC 220 Financial Management in Community Development (2)

This course focuses on the essential aspects of financial management within humanitarian organizations. Effective management of funds is crucial to the success of such organizations, and this course provides students with the necessary knowledge and skills. Topics covered include record-keeping, internal control, budgeting, and financial reporting, which are fundamental building blocks for community development. By the end of the course, students will have acquired basic financial management skills that are vital for navigating the financial landscape of community development.

ASSC 221 Introduction to Climate Change (2)

This course focuses on equipping humanitarian workers with the knowledge and skills to support communities in mitigating and adapting to the challenges posed by climate change, with particular emphasis on coastal communities. Through collaboration among students, teachers, and local communities, participants engage in monitoring the coastal environment, identifying and evaluating threats, problems, and conflicts, and developing sustainable approaches to address these issues. A field trip to the Labutta coastal area provides practical exposure to real-world contexts. Students utilize climate change toolkits and apply their learning

to develop educational project activities aimed at promoting climate resilience within communities. By the end of the course, students gain a comprehensive understanding of climate change impacts and strategies to foster community resilience in the face of environmental challenges.

ASSC 222 Emergency and Disaster Management (2)

This academically focused course provides a comprehensive study of disaster management, covering prevention, control, risk analysis, and practical response strategies. Through case studies and practical exercises, students will develop the skills to plan, coordinate, communicate, and assess disaster situations at both individual and organizational levels. Additionally, students will conduct research on disaster management NGOs in Myanmar and collaborate to create a specialized disaster management toolkit for a specific type of disaster. By the end of the course, students will have a solid understanding of disaster management principles and the ability to apply them effectively.

ASSC 300 Community Project Management (3)

Building upon the foundation of social research methods and assessment, this course focuses on the essential concepts and techniques of community project management. Students will develop the skills necessary to effectively plan, execute, and evaluate community-based projects. With a practical approach, this course serves as a comprehensive guide for undertaking successful development initiatives. Through case studies, interactive discussions, and hands-on exercises, students will gain a deeper understanding of project management principles and learn how to navigate challenges commonly encountered in community settings. By the end of this course, students will possess the knowledge and abilities to make meaningful contributions to community development projects.

ASSC 301 Ethical Issues in Development Practice (3)

This course delves into the comprehensive exploration of ethical dimensions within the realm of development practice. Students will examine the fundamental concepts and principles of ethics, including the meaning, nature, and scope of ethics.

The course specifically addresses ethical issues and challenges encountered in community development, risk management, social work, and social science research. Furthermore, it explores topics such as the code of ethics for social work, a step-by-step guide for developing a code of conduct, ethics and conducts for NGOs, as well as ethical considerations in humanitarian action. Through case studies, ethical dilemmas, and critical discussions, students will develop a profound understanding of ethical frameworks and acquire the necessary tools to navigate ethical complexities within the context of development practice.

ASSC 302 The Church's Social Responsibility (Welfare Ministry) (3)

This course is designed to equip students with a deep understanding of the church's social responsibility in the context of welfare ministry. It explores strategies for effectively conveying the compassion of Christ to individuals and communities while fostering intelligent, attentive, and loving service. Students will gain insights into various means and approaches to engage in community ministry within a Christian framework. The course specifically addresses the most suitable methods for delivering humanitarian services and welfare ministry, providing Applied Social Science students with essential knowledge and skills for serving the community with compassion and integrity.

ASSC 303 Livelihood and Food Security (3)

This course explores fundamental concepts and approaches to address livelihood and food security challenges. Students gain a comprehensive understanding of key topics such as agricultural programs, income-generating activities, cash-based interventions, and market dynamics for vulnerable populations. Guided by the malnutrition framework and sustainable livelihoods framework, students learn to analyze complex factors influencing livelihoods and design interventions promoting resilience. By course completion, students possess the knowledge and skills to contribute effectively to initiatives improving well-being, nutrition, and livelihoods in food-insecure communities.

ASSC 304 Basic Principles of Monitoring and Evaluation (3)

The course “Monitoring and Evaluation” offers a comprehensive understanding of the key concepts and practices involved in effectively monitoring and evaluating programs. Students will delve into the essential components of monitoring, which involve closely tracking the ongoing progress of program activities to ensure they are implemented as planned and to achieve desired outcomes. Emphasis will be placed on monitoring inputs and short-term outputs through day-to-day management practices. The course also explores the critical role of evaluation in the overall program strategy, enabling students to analyze the program’s progress in relation to its goals and objectives. Through a combination of theoretical frameworks and practical applications, students will acquire the knowledge and skills necessary to conduct meaningful monitoring and evaluation, ultimately contributing to evidence-based decision-making and program improvement.

ASSC 401 Project Planning and Proposal Writing (3)

The course “Project Planning and Proposal Writing” provides comprehensive guidelines for formulating project goals, objectives, and strategies. Students will learn how to identify specific goals that align with proposed strategies, ensuring the successful achievement of planned objectives within the grant period. Through step-by-step instruction and in-depth explanations, students will gain proficiency in writing effective project proposals. The course equips students with the necessary knowledge and skills to navigate the intricacies of project planning and proposal development, enabling them to create compelling proposals that align with organizational objectives and funding requirements. Emphasis will be placed on understanding the key elements of a proposal, including problem analysis, project design, budgeting, and monitoring and evaluation frameworks. By the end of the course, students will have the tools and expertise to develop well-crafted project proposals that effectively communicate their vision, objectives, and strategies to potential stakeholders and funders.

ASSC 402 Internship/Volunteer (3)

The course “Internship”/volunteer serves as a valuable training platform for students to enhance their interdisciplinary learning by bridging the gap between classroom knowledge and

practical work experience. Through this internship/volunteer opportunity, students have the chance to apply the concepts and skills they have acquired in a real-world setting, gaining hands-on experience in their chosen field. Moreover, the internship/volunteer provides a unique opportunity for students to build important professional networks with seasoned humanitarian workers, opening doors to potential job and career opportunities both during and after graduation. Upon successful completion of the internship requirements, students' achievements and acquired skills are officially recognized and noted on their official student transcripts, serving as a testament to their practical competence and readiness for the professional world..

DEPARTMENT OF ENGLISH MINOR

Head of Department

Ei Phyu Sin Lay, PhD

Faculty

Awa Lone Kon, *BA, Edu., BA, Rel., MAT—English
Emphasis (part-time)*

McKay Thein, *BBA, Acc., MAT—English Emphasis*

Objectives

1. To upgrade English as a second language and medium of instruction.
2. To enable students to acquire proper and standard usage of English in their respective fields.
3. To improve their skills of communication with the emphasis primarily on efficient reading and writing, and with secondary emphasis in speaking and listening.
4. To instigate and nourish students' aesthetic appreciation of values and beauty found in literature as a whole.

Courses for which credit will not be counted towards English Minor:

Placement Test – It is to be taken before the registration by all the freshers joining first year BA. The test covers eight parts of speech, basic level of English knowledge in grammar, reading, writing, speaking and listening. 65% is pass marks. Those who fail the Placement test are required to take **Remedial English**. (see page 70-71?)

ENGL	05-06-09-10: Remedial English	10 or 5
ENGL	131-132 College English	3-3
ENGL	211 Introduction to Research Writing	2

Note: ENGL 131-132 with minimum C grade is pre-requisite for all the **higher** level English courses **except** for ENGL 201, 202 Introduction to Oral Communication which can be concurrently taken with ENGL 131-132 College English. And minimum grade C is to be gotten in all the required courses in the department.

English Minor Requirements

Total **Twenty-eight units** including a minimum of 13 upper division units. The required courses are as follow:

Core requirements	16 units
Literature electives	5 units
Language electives	2 units
Cognate requirements	5 units
Total	28 units

Core Requirements: 16 units

ENGL	205/6	Introduction to English Literature	3
ENGL	215; 216	English Composition	2, 2
ENGL	315	Grammatical Analysis	3
ENGL	401	English Usage	3
ENGL	456	Linguistics	3

Literature Electives: 5 units 5

Language Electives: 2 units 2

Cognate Requirement: 5 units

ELED	311	Language Arts Methods	3
OR			
SEED	361	Methods of Teaching Secondary English	3
ENGL	201, 202	Introduction to Oral Communication	1, 1
Total			28

Departmental Work Units

A student who has enrolled for the English minor is required to complete 200 units of work and activities that encourage the use and improvement of English language such as attending the English Sabbath School class, joining and participating in any school

functions conducted in English Language, working as a volunteer teacher in the free language-outreach program for the community, as a reader for an English teacher, as an assistant in any publishing work done in English or as a tutorial substitute (only a senior student) on certain occasions such as when a teacher is sick or on leave.

Course Description in English Minor Department

A: Language

ENGL 05-10 Remedial English four Levels:

See Remedial English Program on pp. 70-72.

ENGL 201,202 Introduction to Oral Communication (1,1)

(Prerequisite: English placement test with passing Marks)

A practical study of spoken English with an emphasis on day-to-day life expressions in an ordinary level of efficiency. Attending English Sabbath School classes, taking part in any school activities done in English Language, enrolling in First Certificate in English (FCE), attending evening speaking classes can be counted as credit towards this course. One hour theory and two hour practicum is required.

ENGL 131–132 College English (3-3)

(Pre-requisite: English placement test with passing Marks)

A prerequisite for all the higher courses in English Department with minimum grade of “C”, it is designed to help students improve their English grammar, appropriate use of eight parts of speech, sentence structures with pre-intermediate level of listening, speaking, reading and writing.

ENGL 211 Introduction to Research Writing (2)

Pre-requisite ENGL 131 with C grade; Concurrent registration with ENGL 132

The course introduces basic research writing skills including proper use of library tools and other sources; outlining, paraphrasing, and organization of ideas, APA style formatting and citation, punctuation, gender-inclusive language and avoiding plagiarism.

ENGL 215; 216 English Composition (2;2)

Pre-requisite: ENGL 131-132 with minimum grades "C"

A minimum grade of "C" in the subject is required for all the higher writing courses. It is a fundamental writing course dealing with vocabulary building, the principles of literary writing and composition, organization of ideas in papers and projects, and the development of different individual styles in writing.

ENGL 315 Grammatical Analysis (3)

Pre-requisite: ENGL 131-132 with minimum grades "C"

A detailed study of English grammar and syntax, how the eight parts of speech and different forms of words are used in sentence structures through diagramming.

ENGL 321 Creative Writing (2)

Pre-requisite: ENGL 215-216 with minimum grades "C"

A study in the principles, techniques, and various kind of writing with emphasis placed on student production of original material. It includes techniques and practices in writing original stories and essays along with supplementary reading in contemporary literature. Field trip: arranged as needed.

ENGL 322 Expository Writing (2)

An intensive writing course aiming at vivid explanation and defining terms, ideas and things with clarity and precision, using the right words.

ENGL 331 News Writing (2)

An introductory course in journalism dealing with the fundamentals of writing reports, news, public relation and magazine articles with practicum work in writing campus news and contributing to the school papers.

ENGL 401 English Usage (3)

A study of proper and correct English Language usage--sociolinguistics--in writing and speaking in various situations.

ENGL 456 Linguistics (3)

Pre-requisite: All the courses in English Minor requirements with minimum grade of "C"

With a quick review on all the aspects of English Language previously studied, this course is a comprehensive study of English Language as a system and its sub-fields, namely, phonology, morphology, syntax, pragmatic and sociolinguistics.

ENGL 491, 492 Projects in English (1 to 3)

Prerequisite: Permission of the Department Chair

An individual project of a practical nature as directed by the Department Head. A maximum of three units of credit may apply toward graduation.

B: Literature

ENGL 205 Introduction to English Literature (3)

Pre-requisite: ENGL 131-132 with minimum grades "C"

An appreciative general study on Literature of the English People from Anglo-Saxon to the Twentieth Century. Representative selections from outstanding authors. This is a pre-requisite course to all the higher literature courses in English Minor.

ENGL 306 Children's Literature (2)

This course focuses on the types and teaching of literature (poetry, verse, prose, drama, letter, arts) relevant and appropriate for the children at primary or elementary stage. Field trip: arranged as necessary.

ENGL 325 American Literature (3)

A chronological study of major American writers since the time of Colonial Period in mid-16th century, the influences, trends, and philosophies of the age that shaped the development of American Literature of that period, which is followed by the age of

revolution and reason, romantic period and the civil war, finishing with the writings of Walt Whitman.

ENGL 405 Asian Literature (3)

A study of selected literary masterpieces from Asia, in translation or written in English, from Rig Vedas time to the present.

ENGL 412 Biblical Literature (3)

A study and analysis of the Hebrew poetry and prose along with their traditions and wisdom that render the Bible, its literary value and beauty.

**DEPARTMENT OF HEALTH EDUCATION
MINOR**

Head of Department

Htwe Lay, M.B.,B.S. (YGN), (M.C.H) Loma Linda, U.S.A.

Faculty

Khin San Htay, B.A.(Rel), M.P.H. (Health Promotion,
Nutrition) AIIAS
Michael Paul, B.A. (BTH), MA (Public Health: Ministry
Emphasis) AIIAS

Goal and Objectives

Goal: Design for duty; train to serve.

Objectives:

- 1. To train the students to be a true medical missionary in health ministry as right arm of the gospel to spread the three angels message.
- 2. To provide the students with the necessary knowledge, skills and the inspiration to minister to the needs of the people living in the community.

Health Education Minor Requirements

Health Education Minor Requirements: The required courses are:

General Requirements	2 units
Core requirements	31 units
Cognate requirements	3 units
Total	34 units

General Requirements: 2 units (credit not applicable)

HLED 121,122 Principles of Health (1,1)

Core Requirements: 32 units

HLED	111,112	Anatomy and Physiology	(3,3)
BIOL	102	General Biology	(3)
CHEM	371	General Chemistry	(2)
HLED	224	Health Education and Promotion	(2)
HOSC	241	Food and Nutrition	(3)
HLED	231	Community Health	(2)
RELP	329	Healing Ministry	(3)
HLED	301	Family Health	(3)
HLED	302	Epidemiology Triad of Diseases	(2)
HLED	331	First-aid and Medical Emergencies	(3)
HLED	441	Field Practicum	(3)

Cognate requirement: 3 units (credit does not apply toward minor, minimum grade of “C” is required)

RELP	215	Personal Evangelism	(3)
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COURSE DESCRIPTION (HEALTH EDUCATION MINOR)**HLED 121,122 Principles of Health (1,1)**

An introduction course to the basic principles of health designed to set a healthy lifestyle through health promotion and practicing principles of health which based on the concept of NEWSTART. Physical fitness training is regular/daily required.

HLED 111,112 Anatomy and Physiology (3,3)

This course aims to help students to (1) integrate memorization on anatomical structures that relate to their functions, (2) apply anatomical principles to explain, on clinical symptoms and physiological responses to environmental changes, and (3) evaluate contributions of faith, and NEWSTART lifestyle principles to individual health.

BIOL 102 General Biology (3)

An introductory study of the fundamental characteristics of living things, their interdependence, and the principles governing the lives of plants and animals.

CHEM 371 General Chemistry (2)

This study introduces the fundamental laws and accepted theories of chemistry. Topics include atomic and molecular structure and bonding, and chemical reactions. It enables learners to understand the technological world in which they live and take an informed interest in science and scientific development so that embracing science as a joyful form of worship and discovery, delightfully learning about God's thoughts and designs at a molecular level.

HLED 224 Health Education and Promotion (2)

This course examines the leading health education theories that drive the best community, cooperate and NGO health program strategies in health promotion will be reviewed as well as marketing strategies to increase penetration adoption of health and initiatives,

HOSC 241 Food and Nurtition (3)

This course describes the relationships between the nutrition, spirituality and health. The practical information in this course enable students to apply nurtition knowledge and skills into their daily lives and the lives of others. It includes proper methods of handling and cooking food is with emphasis on adequate diet and attractive balanced menu.

HLED 231 Community Health (2)

This course introduces the students to the health status of Myanmar communities. The problems affecting their health and diseases. Focus is in environmental issues such as water supply, food and air quality, refuse disposal, human waste disposal, housing and insects and rodents control. Getting to know working with the community will be considered.

RELP 329 Healing Ministry (3)

A study of Christ's method of reaching people through healing ministry designed to help students see it as the right hand of the gospel to win souls and demonstrate the knowledge and skill of the simple natural healing ways from God.

HLED 301 Family Health (3)

This course is a study of the general principles and practices of home health care involved in understanding the health law. Its emphasis is on simple technology for preventing diseases and relieving common symptomatology by utilizing the simplest remedies-the methods of treatment and controlling for chronic diseases in family setting and important maternal and child health issues.

HLED 302 Epidemiology Triad of Diseases (2)

A study of the distribution and determinants of health related states or events in specified populations designed to apply this knowledge to control of health problems.

HLED 331 First-aid and Medical Emergencies (3)

This course provides the immediate assistance or basic first-aid skills given to any person suffering a sudden illness or injury to preserve life, prevent the condition from worsening or to promote recovery before medical help arrives. This course also helps students identify and eliminate potentially hazardous conditions in their environment, recognize emergencies and make appropriate decisions for first-aid care.

HLED 441 Field Practicum (3)

Pre-requisite HLED 224: Health Education and Promotion

A cumulative experience for students to utilize the skills that they have learned in obtaining their concentration in Health Promotion. Students will complete 52 hours internship. During this time students will be placed in a Health of Community organization where they will provide assistance as needed to the organization. During their experience students will assess, design, and/or evaluate a health promotion program that provides opportunity for the organization to better serve the priority population of the organization. The internship is to provide students with work experience in a professional capacity and practice the skills learned through the Health Promotion concentration.

DEPARTMENT OF HOME SCIENCE

Head of Department

Pan Phyu Mway, BA Ed; MA (in progress)

Faculty

Awa Lone Kone, BA, MAT—English Emphasis

Nanda Moe, BA Ed; MA (in progress)

Moe War, Certificate-Community Health Promoters training

Objectives

1. To provide professional training as well as preparation for home making.
2. To give students an adequate understanding and appreciation of the duties and responsibilities of home making.
3. To give students a broad and sound cultural background suited to the needs and interests of the home and community life.

Home Science Minor Requirements

Home Science minor requirements: **Twenty-nine** units including a minimum of ten upper division units. The required courses are:

Core requirement:	19 units
Electives	4 units
Cognate requirements	6 units
Total	29 units

Core Requirement: 19 units

HOSC	115	Clothing Fundamentals	2
HOSC	225; 226	Embroidery and Knitting	3, 3
HOSC	241	Food and Nutrition	3
HOSC	202	Flower Arrangement	2
HOSC	303	Home Management	3

Program of Study - Home Science

HOSC	311	Advanced Clothing (1)	3
Electives			4
Cognate Requirement: 6 units (credit does not apply toward minor, minimum grade of “C” is required)			
HLED	301	Home Health	3
PSYC	332	Child Psychology	3
Total			29

COURSE DESCRIPTION (HOME SCIENCE)**HOSC 115 Clothing Fundamentals (2)**

A study of the principles of garment construction and selection, care and laundering. Two lecture periods, one laboratory period and field trips as needed.

HOSC 142 Meal Management (2)

A study of the basic principles of meal planning for the family, purchasing foods, table service for daily meals and special occasions. One lecture period and one laboratory period each week is required.

HOSC 186 Food Preservation (2)

A study of various ways to preserve home grown food without the use of chemicals or over-processed ingredients: step by step instruction for preserving fruits, vegetables, dairy products, nuts, grains, seeds, etc., preparation and preservation of jams, jellies, pickles and relishes. One lecture period and one laboratory period per week is required. Field trip as required.

HOCS 220 Myanmar Traditional Food Preparation (3)

A study of systematic Myanmar traditional food recipes, their functions for the maintenance of good health, fundamental principles underlying technology of preparation of the different types of food, preparation of basic recipes, efficient management of time, money and resources in the planning, preparation and service of nutritious and adequate meals for the family.

HOSC 225, 226 Embroidery and Knitting (3, 3)

A study of the process of forming decorative designs with hand and/or machine needle work; principles of making knitted fabrics. One lecture period and two laboratory periods and field trips as needed.

HOSC 241 Food and Nutrition (3)

A study of the basic principles of nutrition and the proper methods of handling and cooking foods, with emphasis on adequate diet and attractive, balanced menu.

HOSC 245 Baking and Confectionary (3)

A study of the principles of baking and confectionary both for family as well as commercial needs. One lecture period and two laboratory periods a week is required. Field trips as needed. Registration limited.

HOSC 302 Home Management (3)

A study of the management of the home, including the selection, use, arrangement and care of household equipment, the use of time, energy and finances. Laboratory periods and field trips as needed.

HOSC 311; 312 Advanced Clothing (3, 3)

Prerequisite: HOSC 115

An advance course in clothing design, fitting, and patterns. One lecture period and two laboratory periods each week is required. Field trips as needed.

HOSC 421 Weaving (3)

A course in weaving with hand and/or machine blankets, shawls, school bags, garments, etc.

HOSC 492 Project in Clothing (1 to 3)

Individual projects in garment construction and weaving blankets or shawls. A maximum of three Units of credit may apply toward graduation.

DEPARTMENT OF OFFICE ADMINISTRATION MINOR

Head of Department

Sah Mu Paw, *MTC; BBA; MAT-Teaching (Acting)*

Faculty

McKay Thein, *BBA; MAT-Teaching (English)*

Objectives

1. To provide students with technical, liberal and ethical education
2. To instill essential constructive creativity that will enable students to face challenges and handle them with self-confidence in the work field
3. To integrate personal, professional and social growth with empowering spiritual development

Entrance Examination

Vocabulary test before entering into the minor field.

Requirement

Office Administration Minor Requirement: **Twenty-seven** units including a minimum of **nine** upper division units. The required courses are:

Core Requirement: 25 units

CISY	202	Microsoft Excel	2
CISY	301	PageMaker	2
OFAD	151	Bookkeeping	3
ENGL	161	Listening & Speaking Communication	2
ENGL	215-6	English Composition I & II	4

[Pre-requisite: ENGL 131-132 with minimum "C" grades]

Writing Elective 3

[Pre-requisite: ENGL 131-132 with minimum "C" grades]

OFAD	303	Business English	2
[Pre-requisite: ENGL 131-132 with minimum “C” grades]			
OFAD	304	Business Correspondence & Communication	2
<i>[Pre-requisite: OFAD 303 with minimum “C” grade]</i>			
OFAD	405	Business Filing	3
<i>[Pre-requisite: CISY 111, CISY 201, and CISY 203]</i>			
OFAD	416	Office Procedure	3
Cognate Requirement: 2 units			
<i>(Credit does not apply toward graduation)</i>			
CISY	203	PowerPoint	2
*CISY	111	Computer Keyboarding or Typewriting	2
*CISY	201	Microsoft Word	2

*CISY 111 and CISY 201 are expected to be completed before entering into the Seminary or can be taken within semester and inter-semester during the first two college years or can be exempted by taking a challenge exam at the Seminary computer centre.

Departmental Work Units: A student needs to complete 200 units of work in various offices under the supervision of the Department Head during the third and fourth years.

Field Trips. Students from Office Administration Department are required to take field trip(s) to denominational as well as non-denominational offices.

COURSE DESCRIPTION (OFFICE ADMINISTRATION)

OFAD 151 Bookkeeping (3)

A comprehensive study of the principles of accounting emphasizing of data analyzing, recording, reporting, financial statement, and examining on generally accepted accounting principles and conventions.

OFAD 303 Business English (2)

Pre-requisite: ENGL 131-132 with a minimum grade of "C"

A study of functional rules used in speaking and writing, the grammar of communication emphasizing study, sentence structure, and writing craftsmanship.

OFAD 304 Business Correspondences & Communication (2)

Prerequisite: OFAD 303 Business English with a minimum grade of "C"

Principles of effective business communications. Writing business letters, reports, and minutes with correct and standard English.

OFAD 405 Business Filing (3)

Pre-requisite: CISY 111, CISY 201 and CISY 202

A study of the different systems and terminology of filing, concepts in management of records in business situation.

OFAD 416 Office Procedures (3)

This course aims to inculcate ideas and ideals with respect to secretarial proficiency and success. Emphasis is given to personality and character traits, general office relationship, initiative, office equipment, organization, communications, and transit, business reports, and other duties. Field trips as arranged.

COMMITTEES OF THE FACULTY & THE BOARD

I. President's Council

Membership

President - *Chair*

Vice President for Academic Administration – *Vice-Chair*

Vice President for Public Relations & Human Resources -
Secretary

Vice President for Financial Administration - Secretary pro-
tem as required

Vice President for Student Administration

Invitees at the discretion of the President

Terms of Reference

The President's Council shall have the following terms of reference:

1. To advise the President on strategic planning, policy matters and sensitive issues and to assist in preparing agenda items for consideration by the Seminary Board. ***Power to Recommend***
2. To approve extraordinary expenditure beyond the authority of the Administrative Council up to the limit established by the Board of Trustees. ***Power to Act***
3. To recommend to the Board of Trustees the appointment of new full-time academic staff and all general staff appointments at Head of Department level and above. ***Power to Act***
4. To monitor the entire operation of the institution through reports from time to time from its organizational committees. ***Power to Act***
5. To serve as a body of review and appeal for the resolution of major disputes referred to it by the Grievance Committee and to recommend further action if required to the Board of Trustees. ***Power to Act***
6. To review and approve financial policies and guidelines recommended by the Finance Committee. ***Power to Act***

7. To review and approve wages and salaries for all existing and newly appointed employees as recommended by the Audit Committee. ***Power to Act***
8. To approve the annual budget for recommendation to the Board of Trustees. ***Power to Recommend***
9. To recommend plans for major capital developments to the Board of Trustees. ***Power to Recommend***
10. To determine the membership profiles and the terms of reference for the Seminary's standing committees. ***Power to Act***
11. To resolve disputes between committees concerning the areas of responsibility and terms of reference of committees as may be required from time to time. ***Power to Act***

Meeting Times: At the call of the Chair

Minutes: Minutes with final versions shall be circulated to all members of the council

II. Administrative Council

Membership

President - Chair

Vice President for Academic Administration – *Vice-Chair*

Vice President for Public Relations & Human Resources -
Secretary

Vice President for Financial Administration - Secretary pro-
tem

Vice President for Student Administration

Church Pastor/Chaplain

Registrar

President of the Student Association

Director of Library and Information Resource Center

Department Heads elected annually (nominated by the faculty nominating committee and elected by the faculty and staff)

Terms of Reference

The Administrative Council is responsible to the President and is responsible for overseeing all non-academic matters of

the Seminary, recommending policy to President's Council and overseeing the administrative processes of the Seminary. It initiates, reviews, approves and implements recommendations from reports made by its committees. It shall have the following specific term of reference:

General:

1. To make determinations on all non-academic matters involved in the day-to-day operations of the Seminary except where such are normally made by other standing committees under their terms of reference. ***Power to Act***
2. To appoint ad hoc subcommittees and work groups as may be required from time to time to undertake or report on projects and specific tasks. ***Power to Act***

Administration of Staff:

1. To approve the employment of all general staff appointments below the level of Department Head other than mission employees from other Mission fields whose appointments shall be recommended to the Board of Trustees. ***Power to Act***
2. To record annual leave arrangements for all faculty and staff as approved by the relevant Department Head or authorized Supervisors and Human Resource Director. ***Power to Act***
3. To approve general staff professional development and training proposals and requests as referred by Faculty and Staff Development Committee. ***Power to Act***
4. To approve all service requests for denominational workers employed by other church entities. ***Power to Act***

Administration of Student and Campus Life

1. To review and approve policies on student life to be published in the Student Handbook as recommended by the Student Life Committee. ***Power to Act***
2. To approve the formation and the constitutions of new student clubs and associations. ***Power to Act***
3. To appoint staff advisors to all student clubs and associations. ***Power to Act***
4. To appoint the student assistant deans. ***Power to Act***

5. To review and approve policies, changes to policy for the student work program as referred by the Work Program Committee. ***Power to Act***
6. To review and approve policies and changes to policy on faculty and student family housing recommendations as referred by the Plant Service Committee. ***Power to Act***
7. To record the travel arrangements for official non-academic Seminary outings involving staff and students where absence from campus may impact on work or study programs. ***Power to Act***

Financial and Plant Administration

1. To approve capital and major equipment or service expenditure as recommended by the Finance Committee up to the limits determined by the Seminary Board. ***Power to Act***
2. To oversee and make determinations with regard to campus security and matters of occupational health and safety. ***Power to Act***
3. To approve the use of Seminary facilities by visiting groups. ***Power to Act***
4. To review and approve changes to plant and building facilities and to recommend major changes to the Board of Trustees. ***Power to Act***
5. To approve the allocation of use of buildings and facilities for non-academic purposes as referred by the Plant Service Committee. ***Power to Act***
6. To determine the allocation of office space and the use of facilities in the Administrative building. ***Power to Act***

Meeting Times:

Minutes:

The Council shall meet twice per month
Attachments shall be kept with the
Secretary's office file of the minutes and
shall be included with minutes circulated to
the President and Vice Presidents. Copies
of minutes without attachments shall be
circulated to the remaining regular members
of the Council and to all Department

III. Master Planning Committee

Reports to the President's Council

Membership

Ex-officio

President – *Chair*

Vice President for Academic Administration – *Vice-Chair*

Vice President for Public Relations & Human Resources -
Secretary

Vice President for Financial Administration

Vice President for Student Administration

One Department Head

Elected:

One department director (two-year term)

Terms of Reference

The Master Planning Committee shall be responsible for the overall planning of the development of the Seminary.

The Committee shall give consideration to such matters as:

1. Market research on future employment of graduates
2. Educational trends in Myanmar Union Mission
3. The human resource needs of the Myanmar Union Mission
4. Curriculum-faculty-facilities needs
5. Development of branch campuses
6. Student recruitment and retention
7. Fundraising strategies

Meetings: The Committee shall meet at the call of the Chair.

IV. Fairness Committee

Reports to the President and Board of Trustees

Membership

Ex-officio:

President – *Chair*

Vice President for Academic Administration – *Vice-Chair*

Vice President for Public Relations & Human Resources -
Secretary

Vice President for Financial Administration

Vice President for Student Administration

Church Pastor

Elected:

One Department Head (three-year term)

One Business faculty member (three-year term)

One Education faculty member (three-year term)

One Religion faculty member (three-year term)

Terms of Reference

The Grievance Committee shall be responsible to:

1. Screen, investigate, and summarize all formally-reported instances of discrimination, abuse of power, and operational irregularities by officers, faculties, and staff.
2. Advise the President and Board on options for remediation and damage control, subject to legal counsel.
3. Act as an appellate agency for all minor internal conflicts.
4. Ensure student and employee rights.
5. Examine personnel policies.

Meeting: The Committee shall meet as required at the call of the Chair.

V. Academic Standard Committee

Reports to the Administrative Council

Membership

Ex-officio:

Vice President for Academic Administration – Head

Registrar – Secretary

Director of Library and Information Resources

Department Heads

Elected:

One Business faculty member (three-year term)

One Education faculty member (three-year term)

One Religion faculty member (three-year term)

One student of sophomore or senior class appointed by Student Association

Quorum: Fifty percent of the total membership

Terms of Reference

The Academic Standard Committee shall be responsible to:

1. Advise the Vice President for Academic Administration in administering the academic program of the Seminary.
2. Formulate and establish standard for the academic program of the Seminary.
3. Set academic standards for the Seminary.
4. Maintain constant review of all academic programs of the Seminary.
5. Approve and recommend the addition of new study programs and the termination of unneeded programs.
6. Authorize non-substantive changes to the curriculum requirements of existing courses originated by faculties or departments.
7. Approve and recommend to the Board of Trustees, substantive changes to the curriculum requirements of existing courses originated by faculties or departments.
8. Approve and recommend the annual academic calendar.

9. Approve and recommend to Seminary Council lists of candidates who have satisfied the academic requirements for graduation.
10. Approve applications for class field trips on a semester by semester basis.
11. Determine special cases on merit for variation from policy.
12. Approve proposals for specific lecture series, workshops, conferences, and seminars offered on or off campus.
13. Assist the Vice President for Academic Administration in updating the Seminary Bulletin annually or bi-annually as shall be determined by the Academic Committee.
14. Assist the Vice President for Academic Administration in preparing an annual budget for the academic program of the Seminary.
15. Recommend procedures and protocols pertaining to the administration of the Office of Admissions and Records and academic faculty or departmental administration.
16. Appoint sub-committees or ad-hoc work groups as shall be required from time to time to report to it on projects or issues.
17. Monitor students placed on academic probation and determine cases of academic suspension.
18. Provide advice to administration on the initial ranking assigned to appointees.
19. Receive and review applications for changes in rank twice each year and make recommendations to the Seminary Board of Trustees through the President.
20. Receive and review applications for Advanced Study Assistance Grants and make recommendations to the Seminary Board of Trustees through the President's Council.

VI. Admissions Committee

Reports to the Academic Committee

Membership

Ex-officio:

Vice President for Academic Administration – Chair

Registrar – Secretary

Vice President for Student Administration

Vice President for Financial Administration

Elected:

One Department Chair (three-year term)

One Business faculty member (three-year term)

One Education faculty member (three-year term)

One Religion faculty member (three-year term)

Church Pastor

Terms of Reference

The Admissions Committee shall be responsible to:

1. Evaluate academic qualifications of applications.
2. Apply standards for entrance into the various programs in the Seminary.
3. Determine acceptance of applicants in consultation with student services and student finance personnel.
4. Decide provisional cases if any and determine conditions of admission.
5. Approve change of status of students accepted on provisional basis.

Meeting: The Committee shall meet at the call of the Chair.

VII. IT & Media Support Committee

Reports to Administrative Council

Membership

Ex-officio:

Vice President for Academic Administration – Chair

Vice President for Financial Administration – Vice-Chair

Librarian– Secretary

In-charge of Computer Support Services

Elected:

One Department Chair (three-year term)

One Business faculty member (three-year term)

One Education faculty member (three-year term)

One Religion faculty member (three-year term)

One student representative elected by Student Association (one-year term)

Terms of Reference

The IT & Media Support Committee shall be responsible to:

1. Review the overall plans and development of the IT & Media support program.
2. Ensure adequate computer and media tools for instruction and research.
3. Study hardware/software requirements and utilization.
4. Approve purchases according to budget.
5. Monitor how the IT & Media support program dovetails with other computing functions of the Seminary.

Meetings: The Committee shall meet bi-monthly or as needed at the call of the Chair.

VIII. Library Committee

Reports to the Academic Committee

Membership

Ex-officio:

Vice President for Academic Administration – Chair

Vice President for Financial Administration—Vice-Chair

Librarian – Secretary

In-charge of Computer Support Services

Elected:

One department Chair (three-year term)

One Faculty member (three-year term)

One student representative elected by Student Association (one-year term)

Invitee: Assistant Librarian (one-year term)

Terms of Reference

The Library Committee shall be responsible to:

1. Monitor the development of the library as a resource and support center for the instructional and research program.
2. Plan and enhance user support for information retrieval.
3. Approve master plans and budgets.
4. Review effectiveness of library usage.
5. Approve purchases according to budget.
6. Establish policies for the operation of the library.

Meetings: The Library Committee shall meet monthly or as needed at the call of the Chair.

IX. Finance Committee

Reports to the Administrative Council

Membership

Ex-officio:

Vice President for Financial Administration – Chair

Financial Controller/ Accountant – Secretary

Vice President for Academic Administration

Vice President for Public Relations & Human Resources

Vice President for Student Administration

Head of the Business Department

Elected:

One Department Director (Food Services)

Director of Admissions and Records

One faculty member (one-year term)

Terms of Reference

The Financial Committee shall be responsible to:

1. Establish financial policies and guidelines;
2. Review financial statements and overall financial health of the Seminary;
3. Project operational revenues and plans for operational change in strategy and money management;
4. Oversee and control the use of funds in each department;
5. Approve budgeted operating expenses above the limitation of the Board of Trustees;
6. Allocate unbudgeted charges and overheads;
7. Study ways to increase revenues;
8. Recommend bank borrowing for cash flow needs;
9. Commission special accounting studies on operations;
10. Ensure quality assurance in the Seminary operations through financial support actions;
11. Receive reports from other subcommittees of the Finance Department;
12. Advise the Vice President for Financial Administration;
13. Determine the overall, immediate and future financial needs of the Seminary;

14. Review reports on the usage, maintenance, and condition of all infrastructures, buildings, equipment, housing, and landscaping operations. ***Power to Act***
15. Assignment of houses on recommendation from ad-hoc committee. ***Power to Act***
16. Review and recommend alterations to existing facilities. ***Power to Act***
17. Recommend studies on alternative uses of facilities. ***Power to Act***
18. Approve requests for non-routine use of the Seminary facilities and services. ***Power to Act***
19. Recommend rates/charges to the Finance Committee. ***Power to Recommend***
20. Plan and administer the security of the Seminary campus. ***Power to Act***

Meetings: The Finance Committee shall meet every month.

Note: An ad-hoc committee consisting of the VP Student Administration, Financial Controller or Accountant, Grounds Services Manager make recommendations to the General Services Committee for approval and recording.

X. Student Life Committee

Reports to the Administrative Council

Membership

Ex-officio:

Vice President for Student Administration – Chair

Seminary Pastor/Chaplain – Secretary

Residence Deans

Registrar

Librarian

Director of Food Services

Campus Security In-charge

Class Sponsor

President of Student Association

Elected:

Three faculty members (one-year term)

Terms of Reference

The Student Life Committee shall be responsible to:

1. Establish and revise policy and regulations relating to students;
2. Receive reports and coordinate all student service committees with other Seminary activities;
3. Monitor student governance policies, procedures, and programs;
4. Advise the Vice President for Student Administration in planning and implementing student activity programs in harmony with the Seminary philosophy, academic calendar, and SDA beliefs;
5. Implement the spiritual master plan of the Seminary;
6. Commission special ad-hoc committees for the study of specific areas of student service;
7. Serve as an appeals committee for student disciplinary cases.

Meetings: The Committee shall meet bi-monthly or as needed at the call of the Chair.

XI. Discipline Committee

Reports to the Student Life Committee

Membership

Ex-officio:

Vice President for Student Administration – Chair

Seminary Pastor—Secretary

Residence Deans

Seminary Chaplain

President of Student Association

Elected:

One Department Head (one-year term)

One faculty member (one-year term)

Invitees:

Head of Department of student being disciplined

Faculty advocate for the student as requested by the student

Terms of Reference

The Discipline Committee shall be responsible to:

1. Review and recommend policies and disciplinary codes to the Student Life Committee;
2. Plan and implement established guidelines in the Student Handbook;
3. Assist the Vice President for Student Administration in determining student disciplinary cases in as redemptive a manner as possible;
4. Organize programs that enhance compliance with disciplinary codes.

Meetings: The Committee shall meet bi-monthly or as needed at the call of the Head.

XII. Cafeteria Committee

Reports to the Finance Committee

Membership

Ex-officio:

Vice President for Financial Administration – Chair

Director of Food Services – Vice-Chair

In-charge of Cafeteria - Secretary

School Physician

One faculty member of Health Minor Department

One cafeteria staff

Treasurer

Accountant

Purchasing and Transportation Supervisor

President Student Association

Elected:

Two faculty members (one-year term)

Terms of Reference

The Cafeteria Committee shall be responsible to:

1. Devise all policies and guidelines to run the cafeteria, monitor the hygiene of the facilities, and qualify of the food.
2. Assist the Director of Food Services in the management of the cafeteria and other food outlets.
3. Oversee and control the quality of food served.
4. Set prices and plan budgets.
5. Monitor and explore ways to increase revenue from food services.
6. Evaluate cooks' performance and student complaints.
7. Approve planned purchased and supplies, where necessary.

Meetings: The committee shall meet monthly or as needed at the call of the Chair.

XIII. Guidance and Counseling Services Committee

Reports to the Student Life Committee

Membership

Ex-officio:

Vice President for Student Administration – Chair

Head of Education Department – Vice-Chair

Seminary Chaplain – Secretary

Librarian

Elected:

Department Chairs

Terms of Reference

The Guidance and Counseling Services Committee shall be responsible to:

1. Plan and implement programs to meet the career and emotional needs of the students;
2. Establish and monitor counseling programs;
3. Create linkage with community support resources for career guidance and mental health needs;
4. Plan and monitor cooperative education programs;
5. Provide information for educational and job placement opportunities.

Meetings: The committee shall meet bi-monthly or as needed at the call of the Chair.

XIV. Spiritual Development Committee

Reports to the Student Life Committee

Membership

Ex-officio:

Vice President for Student Administration – Chair

Church Pastor/Chaplain – Vice-Chair

Head of the Religion Department – Secretary

Vice President for Religious Affairs, Student Association

Residence Deans

Elected:

One Business Department faculty member (one-year term)

One Education Department faculty member (one-year term)

One Religious Department faculty member (one-year term)

Invitees: At the discretion of the Chair

Terms of Reference

The Religious Affairs Committee shall be responsible to:

1. Review and update the Seminary Spiritual Master Plan.
2. Coordinate and implement the Seminary's Spiritual Master Plan with reference to the student;
3. Report to and work with the Student Life Committee and the President's Council on all plans, programs, and procedures;
4. Plan and implement the evangelistic program of the Seminary;
5. Monitor the spiritual nurture of the Residence Hall and the day students in Cooperation with the Seminary Church in terms of leadership and participation in established programs (Sabbath School, Youth Witnessing, Visitation, etc).
6. Evaluate all religious efforts and activities of the Seminary (including student association programs) and recommend steps to improve the spiritual services to the faculty, staff, and students.

Meetings: The Committee shall meet bi-monthly or as needed at the call of the Chair.

XV. Campus Beautification Committee

Reports to the Finance Committee

Membership

Ex-officio:

Vice President for Financial Administration – Chair

Treasurer - Secretary

Head of Applied Arts

Residence Deans

Head of Home Science Department

In-charge of Maintenance Department

In-charge of Electrical Unit

Estate staff

Elected:

One Department Head

Two faculty members (two-year term)

Terms of Reference

The campus Beautification Committee shall be responsible to:

1. Reflect the philosophy of the institution.
2. Establish policy to develop for guidance and to carry out those policies.
3. Plan and execute matter related to beautification, cleanliness, and eco-friendly environment of the campus.
4. Provide a place conducive to study.
5. Consider the campus to be more than decoration – it should be simple but functional.
6. Consider for safety and beauty.
7. Make well plan in budget before implemented and maintained.

Meetings: The Campus Beautification Committee shall meet monthly or at the call of the chair.

DIRECTORY OF FACULTY AND STAFF

[Order of information is: Name, academic rank, academic degree (year degree was granted, institution granting degree), date appointed to MUAS, teaching area]

Amos Sein, *Assistant Professor/MUAS Treasurer*

BSA (2000, Mountain View College, Philippines); MM (2003, Liceo De Cagayan University); 2013; Accountancy

Aung Thein, *Instructor A*

BA—Religion (2018, Myanmar Union Adventist Seminary); MMin (2020, Universitas Advent Indonesia); 2021; Religion Department

Awa Lone Kone, *Assistant Professor*

MTC(1982, Myanmar Union Adventist Seminary); BA—Religion (1993, Myanmar Union Adventist Seminary); MAT—TESOL (2016, Adventist International Institute of Advanced Studies); 2007; English Department

Bleh Wah Soe, *Preschool Teacher*

BA—Religion (2014, Myanmar Union Adventist Seminary); 2016; Teaching at Kabarhit Preschool

Connally Hla, *Professor/President*

BLA—Religion (1994, Spicer Memorial College, India); MA—Religion (1996, Andrews University, USA); PhD—Old Testament (2006, Adventist International Institute of Advanced Studies); 1996; Religious Studies

Do Lian Thang, *Assistant Professor*

BBA-Accountancy (2008 Myanmar Union Adventist Seminary); MBA--Management an MIS (2011, Adventist International Institute of Advanced Studies, Philippines); PhD--Business (2016, Adventist international Institute to

*Advanced Studies, Philippines); 2016; Business
Department & MUAS Website*

Du Hein, *Assistant Accountant*

*BBA—Management (2012, Myanmar Union Adventist
Seminary); 2012; Book Keeping at Business Office*

Hay Mar Latt, *Cashier*

*BBA—Accountancy (2014, Myanmar Union Adventist
Seminary); 2014; Cash dispensing at Business Office*

Htoo Say Paw, *Administrative Secretary*

*BBA (2017, Myanmar Union Adventist Seminary); 2017;
Academic Office*

Htwe Lay, *MUAS Physician*

*M.B.,B.S.(October, 1994 Institute of Medicine 2, Yangon)
M.P.H (November, 1999, Emphasis in Maternal and Child
Health, Loma Linda University School of Public Health,
U.S.A.)1995/2016*

Khin Chaw Kyi, *Instructor A*

*BBA--Accountancy (2014, Myanmar Union Adventist
Seminary); MBA--Management (2023, Adventist University
of Philippines); 2018; Business Department*

Khin San Htay, *Assistant Professor*

*BA--Religion (2010, Myanmar Union Adventist Seminary),
MPH (2018, Adventist International Institute of Advanced
Studies); 2018; Health Education*

Kyi May Win, *Assistant Professor*

*BA—Religion (1994, Myanmar Union Adventist Seminary);
MAEd—Elementary Education (2012, Adventist University
of the Philippines); 2012; Elementary Education*

Lar Shee, *Dean of Girls*

*BA—Religion (2007, Myanmar Union Adventist Seminary);
2007; Serving the dormitory female residents*

Lar Kabru Paw, Store In-Charge

*BA-Ed (1997, Myanmar Union Adventist Seminary); 2019;
MUAS Store*

Lay Kawt Htoo, Library Staff

*BBA (2008, Myanmar Union Adventist Seminary); 2020;
Reception and Patron Service*

Lal Lun Muan Par@ Yatana Oo, Instrutor A

*BA-Ed(2015, Spicer Memorial College); MA-ISS(2019,
Friedensau Adventist University); MA - in educational
Administration and Leadership (2023, Spicer Adventist
University); 2023; Education Department; Applied Social
Science*

Man Dik, Assistant Instructor

*BBA (ACC) (2020, Myanmar Union Adventist Seminary);
2024; Business Department*

McKay Thein, Assistant Professor

*International Diploma in Computer Studies (1998, National
Computing Centre, UK); BA—Accountancy (2006, Myanmar
Union Adventist Seminary); MAT—English Emphasis (2016,
Adventist International Institute of Advanced Studies); 2016;
English Language Program*

Moe War, Clinic Staff

*Certificate in Community Health Promoters Training Course
(1996, Insein Adventist Church); 2014*

Michael Paul, Assistant Professor

*Bachelor of Arts in Christian Studies (March 2013, Asia
Pacific International University) Thailand. MPH—Emphasis
in Health Ministry (May 2018, Adventist Institute of
International Advanced Studies) Philippines; 2018; Health
Department*

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