



## MA30102 Foundation Mathematics 2

---

|                   |   |
|-------------------|---|
| <b>Teacher</b>    | Mr. Shiv Kumar  |
| <b>Contact</b>    | Science Lab, 2 <sup>nd</sup> Floor Colombet Building.<br>shiv.ku@assumption.ac.th   |
| <b>Class Time</b> | EP-M4/1: Monday Period-7, Wednesday Period-2<br>EP-M4/2: Tuesday Period-3, Thursday Period-1<br>EP-M4/1: Monday Period-5, Thursday Period-3 |
| <b>Credits</b>    | 1.0   |

### Course Description

---

#### Before midterm exams:

The first topics will be function and relations, domain and range of a function and different types of functions. Relations and an introduction to functions: definitions and terminology.

As with many courses within EP, critical thinking skills are emphasized over those of rote learning and where possible an investigative approach is used.

#### After midterm exams:

After the midterm exams, the different types of functions explored will continue in particular, drawing linear, quadratic, exponential, absolute and step functions. The topics of unit circle along with trigonometric values of 30, 45 and 60 degree and the application of trigonometry for height and distance problems.

In general, the key competencies for the math course are: 1. Communicative ability 2. Thinking ability 3. Problem solving ability 4. Ability to use life skills 5. Technological ability  
The key process skills are: 1. Problem solving 2. Reasoning 3. Communicating the meaning 4. Connecting 5. Creative thinking

### Textbook

---

/Book 1/ Barron's SAT Math Level 1, 13<sup>th</sup> Edition.

/Book 2/ IGCSE Cambridge International Mathematics Extended (0607), 2015 Edition \* *For new students, or those who have lost this EP3 textbook, I will have a shared online version.*  
Additional teacher handouts

### Online resources

---

*Google classroom, Khan Academy and Kahoot*

### Course Outline & Objectives

---

Learning Unit 1.1: **Relations** [Strand 1, Standard MA1.2, Indicators MA 1.2 S.5/1]

1. Ordered pairs
2. Cartesian product
3. Relations
4. Graphs of relations
5. Domain and range of a relation
6. Inverse of a relation



Learning Unit 2: **Functions** [Strand 1, Standard MA1.2, Indicators MA 1.2 S.5/1]

1. Definition of function
2. Domain and range of function
3. Value of a function  $f(x)$

End of Midterm Exam Content – Start of Final Exam Content

Learning Unit 2: **Functions** [Strand 1, Standard MA2, Indicators MA 2.1 S.5/2]

*Continued...*

4. Types of functions
  - Linear and Quadratic functions
  - Exponential function
  - Absolute value function
  - Step function

Learning Unit 3: **Trigonometry** [Strand 1, Standard MA2.1, Indicators MA 2.2 S.2/1]

1. trigonometric ratio
2. calculation of 30, 45 and 60 degree of trigonometric identities
3. relation between side and angles
4. height and distance problems

**Resources**

|           |  |
|-----------|--|
| Required  | <input type="checkbox"/> At least 3 notebooks (2 white, 1 pink)<br><input type="checkbox"/> Scientific calculator (not a phone-based application)<br><input type="checkbox"/> Ruler<br><input type="checkbox"/> Glue stick, stapler, or tape |
| Suggested | <input type="checkbox"/> Many different colored pens/markers/highlighters<br><input type="checkbox"/> Electronic Thai-English translator (not a phone-based application)   |

**Academic Integrity Policy**

Students are expected to adhere to the Assumption College student handbook. There is to be no plagiarism, no copying, and no cheating of any kind. These and any other acts of academic dishonesty lower the quality of the education and will not be tolerated. Students involved in any form of academic dishonesty, including any student supplying or allowing the copying to take place, will receive a zero.

Plagiarism is the act of taking someone else's work or ideas and passing them off as one's own work or ideas. Examples of plagiarism include the failure to give appropriate acknowledgement when repeating another's idea, phrase, sentence or paragraph, or failure to give appropriate acknowledgement when paraphrasing any of those.

**Behavioral Expectations**

For the sake of all the members of the class, students are expected to respect themselves, their classmates, the teacher, and the facilities. Students must accept responsibility for themselves and their actions. Students are expected to be ready at the start of every class (Notebooks, textbook, scientific calculator, writing utensils, etc.) and to actively participate throughout the lesson until class is dismissed.



Behavior is monitored every day as per the class rules that are set out at the beginning of the academic year (see the front of your note books). At the end of the semester the average is taken and used for the student's behavior score (10%). Students *earn* the scores they receive.

Additionally, all Thai students are expected to embrace the following *desired characteristics*:

- Love for the country and the King, faith in religion
- Possess discipline
- Be self-sufficient
- Proud to be Thai
- Be an AC gentleman
- Eager to learn
- Dedicated to work
- Have a sense of public consciousness
- Be honest and upright

### **Attendance & Tardiness**

Attendance will be taken at the start of every class. Students are expected to be in class on-time, every time. Unexcused absences or tardiness will not be tolerated. In the case of planned absences, please notify the teacher in as far in advance as possible. Students are expected to catch up on all missed work outside of class time.

### **Homework & Classwork**

Homework and classwork will be assigned often and must be submitted on or before the due date. All late or missed assignments that are not turned in *before* the last week of the term get 0%.

### **Grading**

This course follows to the Assumption College grading scale:

|                                       |     |
|---------------------------------------|-----|
| <i>Final Score</i> $\geq$ 80%         | 4.0 |
| 75% $\leq$ <i>Final Score</i> $<$ 80% | 3.5 |
| 70% $\leq$ <i>Final Score</i> $<$ 75% | 3.0 |
| 65% $\leq$ <i>Final Score</i> $<$ 70% | 2.5 |
| 60% $\leq$ <i>Final Score</i> $<$ 65% | 2.0 |
| 55% $\leq$ <i>Final Score</i> $<$ 60% | 1.5 |
| 50% $\leq$ <i>Final Score</i> $<$ 55% | 1.0 |
| <i>Final Score</i> $<$ 50%            | 0.0 |

### **Evaluation and Assessment**

The final semester grade for this course out of 100% is broken down as follows:

|                          |                        |
|--------------------------|------------------------|
| Class work               | 20%                    |
| Class Participation      | 10%                    |
| Note book                | 10%                    |
| Behavior                 | 10%                    |
| Quizzes                  | 10%                    |
| Midterm (Summative) Exam | 20% (program mandated) |
| Final Exam               | 20% (program mandated) |



### **Recommendations for Success**

Mathematics can be a difficult course for many students. All students are encouraged to try the following:

1. Read, read, read the course textbook. Often, reading the text once is not enough even for native English speakers. You may need to read the material multiple times to understand. By reading along at home with the lessons taught at school (typically only a few pages per night), students will be able to responsibly manage the material and gain the most from the course.
2. Search online, in either Thai or English, if you don't understand a topic discussed in class or simply to get a better understanding of the topic.
3. Get a Thai language introductory mathematics book.
4. Do **not** copy your classmates work; struggle through and do the work on your own! This is how you learn!
5. Come see the teacher outside of class time for assistance.
6. Do more than just the bare minimum; there are plenty of problems in the textbook. We only have time for so many of them. Do the review questions at the end of the chapter and see the teacher for the answers.
7. Study the notes and vocabulary at least a few minutes every day, such as in homeroom or during any free time you might have in other classes.



**MA30214**

**Universal Mathematics 2**

**Teacher**

Mr. Chris Won

**Contact**

EP Teacher Room, 2<sup>nd</sup> Floor Colombe Bldg.

**Class Time**

EP-M4/1: Mon, Period 3; Thurs, Period 2

EP-M4/2: Tues, Period 7; Wed, Period 5

EP-M4/3: Mon, Period 1; Wed, Period 7

**Credits**

1.0

**Course Description**

This mathematics course focuses on the topics of matrices and determinants, functions, and analytic geometry. This course enables students to learn and use mathematical skills and processes which include problem-solving, reasoning, communications, mathematical implication and presentation, mathematical connections, and creative thinking. Students are encouraged to have responsibility, discipline, self-confidence, and positive attitudes toward mathematics. The course closely follows the content of the Thai syllabus while also exposes students to questions and word problems from an international syllabus.

**Textbook**

*Wazir, Ibrahim. Higher Level Mathematics: Developed Specifically for the IB Diploma. Pearson, 2012. ISBN 978-0-435-07496-8*

**Course Outline & Objectives**

| Learning Units | Chapters from the textbook |
|----------------|----------------------------|
|----------------|----------------------------|

**1. Matrices and Determinants**

**1.1. Vectors and Matrices**

**1.1.1.** Vector operations

**1.1.2.** Matrix operations

**1.1.3.** Types and properties of matrices

**1.1.4.** Linear Transformation

**1.2. Determinant**

**1.2.1.** Find the determinant of a  $n \times n$ ;  $n \leq 3$  matrix

**1.2.2.** Find the determinant of a  $n \times n$ ;  $n > 3$  matrix

**1.2.3.** Properties of determinant

**1.3. System of linear equations**

**1.3.1.** Elementary row operation

**1.3.2.** Inverse multiplication of matrix

**1.3.3.** Cramer's Rule



## 2. Functions

- 2.1. Definition of a function
- 2.2. Types of functions
  - 2.2.1. Identify functions
  - 2.2.2. Monotonic Functions
  - 2.2.3. Quadratic functions
- 2.3. Algebra of functions
- 2.4. Composite functions
- 2.5. Inverse functions

**(Chapter 2. Functions)**

## 3. Analytic Geometry

- 3.1. Foundation of analytic geometry
  - 3.1.1. Distance between two points
  - 3.1.2. Midpoint between two points
  - 3.1.3. Slope of linear, parallel and perpendicular
  - 3.1.4. Solving equations
  - 3.1.5. Distance between a line and a point
  - 3.1.6. Distance between parallel lines
- 3.2. Conic sections
  - 3.2.1. Parabolas
  - 3.2.2. Circles
  - 3.2.3. Ellipses
  - 3.2.4. Hyperbolas

## Resources

- Google Classroom
- MyOpenMath

### *Not covered in the textbook Use teacher's notes*

- A4 plastic portfolio (to keep all student work and handouts)
- A4 paper or notebook
- Ruler
- Writing supplies

## Academic Integrity Policy

Students are expected to adhere to the Assumption College student handbook. There is to be no plagiarism, no copying, and no cheating of any kind. These and any other acts of academic dishonesty lower the quality of the education and will not be tolerated. Students involved in any form of academic dishonesty, including any student supplying or allowing the copying to take place, will receive a zero.

Plagiarism is the act of taking someone else's work or ideas and passing them off as one's own work or ideas. Examples of plagiarism include the failure to give appropriate acknowledgement when repeating another's idea, phrase, sentence or paragraph, or failure to give appropriate acknowledgement when paraphrasing any of those.

## Behavioral Expectations

Students are expected to respect themselves, their classmates, the teacher, and the facilities. Students must accept responsibility for themselves and their actions. Students



## THE ENGLISH PROGRAM AT ASSUMPTION COLLEGE

Course Syllabus – Semester 2/2025

must speak English in class. Students are expected to be ready at the start of every class (notebooks, textbook, scientific calculator, writing utensils, etc.) and to actively participate throughout the lesson until class is dismissed.

Behavior is monitored every class. At the end of the semester the points are accumulated and used for the student's behavior score (10%).

Furthermore, all Thai students are expected to embrace the following *desired characteristics*:

- Love for the country and the King, faith in religion
- Have a sense of public consciousness
- Possess discipline
- Be self-sufficient
- Be honest and upright
- Proud to be Thai
- Eager to learn
- Dedicated to work
- Be an AC gentleman

### Attendance & Tardiness

Attendance will be taken at the start of every class. Students are expected to be in class on-time, every time. Unexcused absences or tardiness will not be tolerated. In the case of planned absences, please notify the teacher as far in advance as possible. Students are expected to catch up on all missed work outside of class time.

### Assignments & Projects

An assessment item must be submitted on or before the due date. **An assessment item submitted later than the due date, without an extension from the teacher, will be subject to a penalty (deduction of marks).** Late homework may be completed and submitted to qualify towards eligibility for exams. At the end of the semester, if the students have not completed a sufficient number of homework assignments to pass this aspect of the course, additional work will be set for them.

### Grading

This course adheres to the Assumption College grading scale:

|  |     |
|--|-----|
| <i>Final Score <math>\geq</math> 80%</i>                       | 4.0 |
| <i>75% <math>\leq</math> Final Score <math>&lt;</math> 80%</i> | 3.5 |
| <i>70% <math>\leq</math> Final Score <math>&lt;</math> 75%</i> | 3.0 |
| <i>65% <math>\leq</math> Final Score <math>&lt;</math> 70%</i> | 2.5 |
| <i>60% <math>\leq</math> Final Score <math>&lt;</math> 65%</i> | 2.0 |
| <i>55% <math>\leq</math> Final Score <math>&lt;</math> 60%</i> | 1.5 |
| <i>50% <math>\leq</math> Final Score <math>&lt;</math> 55%</i> | 1.0 |
| <i>Final Score <math>&lt;</math> 50%</i>                       | 0.0 |



## Evaluation and Assessment

The final semester grade for this course out of 100% is broken down as follows:

|   |     |
|---|-----|
| Formative (Tests, Quizzes, Assignments) | 50% |
| Behavior                                | 10% |
| Midterm Exam                            | 20% |
| Final Exam                              | 20% |

## Recommendations for Success

Mathematics can be difficult for many students. All students are encouraged to do the following:

1. Read the provided course notes. You may need to read the material multiple times to understand. By reading along at home with the lessons taught at school, students will be able to responsibly manage the material and gain the most from the course.
2. Complete all forms of assessment and submit all homework and assignments.
3. Search online, in either Thai or English, if you don't understand a topic discussed in class or simply to get a better understanding of the topic.
4. Do not copy the work of your classmates' work; try to struggle through on your own. This will help you learn.
5. Seek the teacher for assistance.
6. Do more than just the bare minimum; do the additional problems in the textbook and the review questions at the end of the chapter and check your answers.
7. Study the notes and vocabulary daily.



## **EN30102 Foundation English 2**

**Teacher** Mr. Jonas Godson  
**Contact** EP Teacher Room, 2<sup>nd</sup> Floor Colombet Bldg.  
[jonas.go@assumption.ac.th](mailto:jonas.go@assumption.ac.th)  
**Credits** 1.5

### **Course Description**

The Foundation English course focuses on laying solid groundwork on basic grammar, speech, reading and vocabulary skills. Using an integrated learning methodology, this course aims to give students the more advanced skills needed to converse in English. Starting with parts of speech and focusing on more complex grammar tenses, such as present perfect simple, present perfect progressive and past perfect simple, and then moving on to prefixes and suffixes, conditionals and comparative and superlatives.

For reading, the focus will be on more advanced reading skills and higher level critical thinking skills. Writing will be more focused on essays and complex, flowing paragraphs and connectives. Speaking and listening will be integrated into activities, but phonetics and correct pronunciation will be highlighted. There will be more of an emphasis on debating, rather than role-playing.

This course will follow the content of the course book, with a few extra adaptions and activities where necessary.

### **Textbook**

(Cambridge) Prepare – Student book with activity workbook B2 – Level 7

### **Course Outline & Objectives**

#### **Weeks 1 & 2: Unit 9: A Bright Future**

Vocabulary: Collocations  
Reading: Discussing optimistic and pessimistic views about the future.  
Grammar: Future continuous & Perfect  
Writing: Writing a compare & contrast essay

#### **Weeks 3 & 4: Unit 9: A Bright Future**

Vocabulary: Collocations  
Reading: Discussing optimistic and pessimistic views about the future.  
Grammar: Future continuous & Perfect  
Writing: Writing a compare & contrast essay

#### **Weeks 5 & 6: Unit 16: New and improved**

Vocabulary: Advertising: Nouns and verbs  
Reading: Guerrilla Marketing – Is it effective?  
Grammar: Conditionals, adverb + adjective collocations  
Writing: Describing an advertising campaign

#### **Weeks 7 & 8: Unit 16: New and improved**

Vocabulary: Advertising: Nouns and verbs  
Reading: Guerrilla Marketing – Is it effective?  
Grammar: Conditionals, adverb + adjective collocations  
Writing: Describing an advertising campaign

#### **Week 9 & 10: Revision & mid-term exam**



Contents: Writing a compare & contrast essay, collocations, future continuous & perfect, conditionals, adverb + adjective collocations

End of Midterm Exam Content – Start of Final Exam Content

### **Weeks 11 & 12: Unit 18: Creative Careers**

Vocabulary: The world of work

Reading: The Big Decision – Career choice

Grammar: Uses of verb + -ing

Writing: Agreeing & disagreeing about types of work

### **Weeks 13 & 14: Unit 18: Creative Careers**

Vocabulary: The world of work

Reading: The Big Decision – Career choice

Grammar: Uses of verb + -ing

Writing: Agreeing & disagreeing about types of work

### **Weeks 15 & 16: Unit 18: Creative Careers**

Vocabulary: The world of work

Reading: The Big Decision – Career choice

Grammar: Uses of verb + -ing

Writing: Agreeing & disagreeing about types of work

### **Week 17 & 18: Tourism in Thailand. (Handouts in class)**

Students will use previously taught skills and vocabulary to produce a written guide to Thailand for tourists. They will then present this to the class and answer questions.

### **Week 19: Revision for final exam**

Content: Conditionals, adverb + adjective collocations, uses of verb + -ing

## **Resources**

|           |  |
|-----------|--|
| Required  | <ul style="list-style-type: none"><li>• At least 3 notebooks.</li><li>• Dictionary (English to English, not a translating one)</li><li>• Extra lines A4 paper for written assignments.</li><li>• Access to a computer and internet.</li><li>• A Gmail email account would be beneficial.</li></ul> |
| Suggested | <ul style="list-style-type: none"><li>• Many different colored pens/markers/highlighters</li></ul>   |

## **Academic Integrity Policy**

Students are expected to adhere to the Assumption College student handbook. There is to be no plagiarism, no copying, and no cheating of any kind. These and any other acts of academic dishonesty lower the quality of the education and will not be tolerated. Students involved in any form of academic dishonesty, including any student supplying or allowing the copying to take place, will receive a zero.

Plagiarism is the act of taking someone else's work or ideas and passing them off as one's own work or ideas. Examples of plagiarism include the failure to give appropriate acknowledgement when repeating another's idea, phrase, sentence or paragraph, or failure to give appropriate acknowledgement when paraphrasing any of those.

## **Behavioral Expectations**

For the sake of all the members of the class, students are expected to respect themselves, their classmates, the teacher, and the facilities.



## THE ENGLISH PROGRAM AT ASSUMPTION COLLEGE

Course Syllabus – Semester 2/2025

Students must accept responsibility for themselves and their actions. Students are expected to be ready at the start of every class (notebooks, textbook, writing utensils, etc.) and to actively participate throughout the lesson until class is dismissed.

Behavior is monitored every day as per the class rules that are set out at the beginning of the academic year (see the front of your note books). At the end of the semester the average is taken and used for the student's behavior score (20%). Students *earn* the scores they receive.

Additionally, all Thai students are expected to embrace the following *desired characteristics*:

- Love for the country and the King, faith in religion
- Possess discipline
- Be self-sufficient
- Proud to be Thai
- Be an A.C. gentleman
- Eager to learn
- Dedicated to work
- Have a sense of public consciousness
- Be honest and upright

### **Attendance & Tardiness**

Attendance will be taken at the start of every class. Students are expected to be in class on-time, every time. Unexcused absences or tardiness will not be tolerated. In the case of planned absences, please notify the teacher in as far in advance as possible. Students are expected to catch up on all missed work outside of class time.

### **Homework & Class work**

Homework and class work will be assigned often and must be submitted on or before the due date for a score of 20 points. If the work is not done for the start of class, a maximum score of 15 will be possible. After more than one day has lapsed, a maximum score of 10 will be available. Late assignments can be submitted for a maximum of 50% (10 points) up until the last week of the term. All late or missed assignments that are not turned in *before* the last week of the term will receive a zero.

### **Grading**

This course follows to the Assumption College grading scale:

|   |     |
|---|-----|
| <i>Final Score <math>\geq</math> 80%</i>          | 4.0 |
| <i>75% <math>\leq</math> Final Score &lt; 80%</i> | 3.5 |
| <i>70% <math>\leq</math> Final Score &lt; 75%</i> | 3.0 |
| <i>65% <math>\leq</math> Final Score &lt; 70%</i> | 2.5 |
| <i>60% <math>\leq</math> Final Score &lt; 65%</i> | 2.0 |
| <i>55% <math>\leq</math> Final Score &lt; 60%</i> | 1.5 |
| <i>50% <math>\leq</math> Final Score &lt; 55%</i> | 1.0 |
| <i>Final Score &lt; 50%</i>                       | 0.0 |

### **Evaluation and Assessment**

The final semester grade for this course out of 100% is broken down as follows:

|                        |     |
|------------------------|-----|
| Participation in class | 10% |
| Class work             | 10% |
| Notebooks              | 10% |
| Quiz 1                 | 10% |



## THE ENGLISH PROGRAM AT ASSUMPTION COLLEGE

### Course Syllabus – Semester 2/2025

|              |                        |
|--------------|------------------------|
| Quiz 2       | 10%                    |
| Behavior     | 10% (Program Mandated) |
| Midterm Exam | 20% (Program Mandated) |
| Final Exam   | 20% (Program Mandated) |

### **Recommendations for Success**

English can be a difficult course for many students. All students are encouraged to try the following:

1. Read, read, read and read. The best way to learn English is to read literature. It helps with nearly every aspect of English. The best students are always the ones who *enjoy* reading. Find a book you like and keep at it. A little every day is a good way to start.
2. Watching American movies or TV shows with the English subtitles is a good way to improve your speaking and listening skills; it also helps with vocabulary too. When you come across a new word, just pause the movie and write it down in your vocabulary book.
3. Search online (in English) if you don't understand a topic discussed in class to get a better understanding of the topic.
4. Do **not** copy your classmate's work; struggle through and do the work on your own. This is how you learn.
5. Come see the teacher outside of classtime for assistance.
6. Study the notes and vocabulary at least a few minutes every day, such as in homeroom or during any free time you might have in other classes.
7. If you don't understand then ask your friends, communication is vital for success in English, communicate with your classmates in English, you'll be surprised how quickly your English improves just by doing this.



## **EN30208 M4/3B English for Academic Achievement 2**

**Teacher:** Mr. Jonas Godson

**Contact:** EP Teacher Room, 2<sup>nd</sup> Floor Colombet Building  
[jonas.go@assumption.ac.th](mailto:jonas.go@assumption.ac.th)

**Credits:** 1.5

### **Course Description**

The English for Academic Achievement course is designed to prepare students with the grammatical skills and knowledge for writing successful academic essays. The course involves strategies for reading, grammar-building, and critical thinking for intermediate learners of English. Lessons encourage students to examine important topics in their lives and describe them through the writing process. Students are carefully guided through the fundamental concepts of English Grammar with the purpose of producing well-organized, clearly developed paragraphs that are essential to academic writing in English. The course will also be aided by a novel written by famous author Louis Sachar to promote the habit of reading in everyday life and to strengthen the reading skill of the learner. Projects and additional activities will also be added where necessary to supplement the course.

### **Textbooks**

Cambridge English Grammar in Use

Novel: Holes, Louis Sachar

### **Course Outline & Objectives**

#### **Weeks 1 & 2: Job interview skills**

##### **Scope and sequence:**

- Introducing yourself to an employer
- Identifying strengths & weaknesses
- Presentation skills
- Grammar: Conditionals (Zero and First conditional)

#### **Weeks 3 & 4: Job interview skills continued**

##### **Scope and sequence:**

- Describing yourself
- Identifying strengths & weaknesses
- Presentation skills
- Grammar: Conditionals (Second and Third conditional)

#### **Weeks 5 & 6: Writing an email application letter for a job**

##### **Scope and Sequence:**

- Greetings
- Filling in the subject bar
- Concise paragraphs – delivering your message



## THE ENGLISH PROGRAM AT ASSUMPTION COLLEGE

### Course Syllabus – Semester 2/2025

- Thanking the receiver
- The signature

**Weeks 7 & 8:** Writing an email application letter for a job - continued

#### Scope and Sequence:

- Greetings
- Filling in the subject bar
- Concise paragraphs – delivering your message
- Thanking the receiver
- The signature
- Write an opinion paragraph on a given topic

**Weeks 9: Preparation for midterm exam**

#### Scope and Sequence:

- All material in units 38 – 60

**Weeks 10: Midterm exam period**

Content:

- All business vocabulary taught in class and from the assignments
- All grammar taught in units 38 - 60

End of Midterm Exam Content – Start of Final Exam Content

**Weeks 11 & 12: Employed vs. Self-Employed**

#### Scope and Sequence

- The pros & cons of working for a company or institution
- The benefits and pitfalls of working for yourself
- Grammar: **Prefer** and **would rather**
- Auxiliary verbs

**Weeks 13 & 14: Employed vs. Self-Employed continued**

#### Scope and Sequence

- The pros & cons of working for a company or institution
- The benefits and pitfalls of working for yourself
- Grammar: **Prefer** and **would rather**
- Auxiliary verbs

**Weeks 15 & 16: Business study: Work culture**

#### Scope and Sequence:

- The culture of work
- Types of personalities in the office
- Office vocabulary
- Typical office setting and structure
- Grammar: Prepositions (in, for, about, with, instead of, etc.)



### Weeks 17 & 18: Business study: Work culture continued

#### Scope and Sequence:

- The culture of work
- Types of personalities in the office
- Office vocabulary
- Typical office setting and structure
- Grammar: Prepositions (in, for, about, with, instead of, etc.)

### Week 19: Preparation for final exam

#### Scope and Sequence:

- All material in units 38 – 60

### Week 20: Final exam period

#### Content:

- All business vocabulary taught in class and from the assignments

All grammar taught in units 38 - 60

### Resources

|           |  |
|-----------|--|
| Required  | <ul style="list-style-type: none"><li>• At least 3 notebooks.</li><li>• Dictionary (English to English, not a translating one)</li><li>• Extra lines A4 paper for written assignments.</li><li>• Access to a computer and internet.</li><li>• A Gmail email account would be beneficial.</li></ul> |
| Suggested | <ul style="list-style-type: none"><li>• Many different colored pens/markers/highlighters</li></ul>   |

### Academic Integrity Policy

Students are expected to adhere to the Assumption College student handbook. There is to be no plagiarism, no copying, and no cheating of any kind. These and any other acts of academic dishonesty lower the quality of the education and will not be tolerated. Students involved in any form of academic dishonesty, including any student supplying or allowing the copying to take place, will receive a zero.

Plagiarism is the act of taking someone else's work or ideas and passing them off as one's own work or ideas. Examples of plagiarism include the failure to give appropriate acknowledgement when repeating another's idea, phrase, sentence or paragraph, or failure to give appropriate acknowledgement when paraphrasing any of those.

### Behavioral Expectations

For the sake of all the members of the class, students are expected to respect themselves, their classmates, the teacher, and the facilities.



## THE ENGLISH PROGRAM AT ASSUMPTION COLLEGE

### Course Syllabus – Semester 2/2025

Students must accept responsibility for themselves and their actions. Students are expected to be ready at the start of every class (notebooks, textbook, writing utensils, etc.) and to actively participate throughout the lesson until class is dismissed.

Behavior is monitored every day as per the class rules that are set out at the beginning of the academic year (see the front of your note books). At the end of the semester the average is taken and used for the student's behavior score (20%). Students *earn* the scores they receive.

Additionally, all Thai students are expected to embrace the following *desired characteristics*:

- Love for the country and the King, faith in religion
- Possess discipline
- Be self-sufficient
- Proud to be Thai
- Be an A.C. gentleman
- Eager to learn
- Dedicated to work
- Have a sense of public consciousness
- Be honest and upright

### **Attendance & Tardiness**

Attendance will be taken at the start of every class. Students are expected to be in class on-time, every time. Unexcused absences or tardiness will not be tolerated. In the case of planned absences, please notify the teacher in as far in advance as possible. Students are expected to catch up on all missed work outside of class time.

### **Homework & Class work**

Homework and class work will be assigned often and must be submitted on or before the due date for a score of 20 points. If the work is not done for the start of class, a maximum score of 15 will be possible. After more than one day has lapsed, a maximum score of 10 will be available. Late assignments can be submitted for a maximum of 50% (10 points) up until the last week of the term. All late or missed assignments that are not turned in *before* the last week of the term will receive a zero.

### **Grading**

This course follows to the Assumption College grading scale:

|  |     |
|--|-----|
| <i>Final Score <math>\geq</math> 80%</i>                       | 4.0 |
| <i>75% <math>\leq</math> Final Score <math>&lt;</math> 80%</i> | 3.5 |
| <i>70% <math>\leq</math> Final Score <math>&lt;</math> 75%</i> | 3.0 |
| <i>65% <math>\leq</math> Final Score <math>&lt;</math> 70%</i> | 2.5 |
| <i>60% <math>\leq</math> Final Score <math>&lt;</math> 65%</i> | 2.0 |
| <i>55% <math>\leq</math> Final Score <math>&lt;</math> 60%</i> | 1.5 |
| <i>50% <math>\leq</math> Final Score <math>&lt;</math> 55%</i> | 1.0 |
| <i>Final Score <math>&lt;</math> 50%</i>                       | 0.0 |



## Evaluation and Assessment

The final semester grade for this course out of 100% is broken down as follows:

|                       |                        |
|-----------------------|------------------------|
| Student book          | 10%                    |
| Notebook              | 10%                    |
| Quizzes               | 10%                    |
| Folder for worksheets | 10%                    |
| Novel                 | 10%                    |
| Behaviour             | 10% (Program Mandated) |
| Midterm Exam          | 20% (Program Mandated) |
| Final Exam            | 20% (Program Mandated) |

## Recommendations for Success

English can be a difficult course for many students. All students are encouraged to try the following:

1. Read, read, read and read. The best way to learn English is to read literature. It helps with nearly every aspect of English. The best students are always the ones who *enjoy* reading. Find a book you like and keep at it. A little everyday is a good way to start.
2. Watching American movies or TV shows with the English subtitles is a good way to improve your speaking and listening skills; it also helps with vocabulary too. When you come across a new word, just pause the movie and write it down in your vocabulary book.
3. Search online (in English) if you don't understand a topic discussed in class to get a better understanding of the topic.
4. Do **not** copy your classmate's work; struggle through and do the work on your own. This is how you learn.
5. Come see the teacher outside of class time for assistance.
6. Study the notes and vocabulary at least a few minutes every day, such as in homeroom or during any free time you might have in other classes.
7. If you don't understand then ask your friends, communication is vital for success in English, communicate with your classmates in English, you'll be surprised how quickly your English improves just by doing this.



## **Student Syllabus for: EP4 English for Life Skills 2: EN30242**

**Teacher:** Mr. Joshua Bolen, (Mr. Bolen)

### **COURSE DESCRIPTION:**

Welcome to English for Life Skills M4! Through a series of engaging and enriching lessons using Mr. Bolen's selected materials, students will continue to strengthen their core knowledge of the language.

The students will study and listen to a range of English texts. They will use learning skills in the 21st century, which encourages the students to be able to have listening, critical thinking and problem-solving skills. The learning skills will be used to make students possess learners' key competencies, which are thinking capability, problem solving capability, capability in applying life skills and capability in technological application. This will be done through the teaching and learning focusing on promoting Thai wisdom with respect to the language and literature and religion and tradition. Teaching and learning also promotes students to live under the Sufficiency Economy Philosophy. Students will be provided with desirable characteristics such as love of nation, religion and king, honesty and integrity and self-discipline. Additional important characteristics are avidity for learning, observance of principles of Sufficiency Economy Philosophy in one's way of life, dedication and commitment to work, cherishing Thai-ness, public-mindedness, and gentlemen of Assumption College.

### **COURSE OBJECTIVES:**

#### **Indicators**

1. Using speaking and writing styles in a range of contexts and situations.
2. Understand linking words when writing. Show a knowledge and understanding of linking words and how and why they are used. Make lists of the most common linking words.
3. Practice speaking activities that are connected relevant to IELTS.
4. Explain/discuss how vocabulary and speaking can be improved.
5. Use verbal communication to effectively present information.
6. Talk and write interactively about personal information and other surrounding incidents, experiences, situations, news/events, and interesting issues in public attention, and communicate continuously and properly.

#### **Learning Contents**

##### **This course is for preparation of the IELTS examination.**

Use process of establishing knowledge and understanding, reading process, process of establishing practical skills, working process, process of language skills, process of establishing attitudes, process of conceptualization, process of analysis, process of establishing realization, and process of establishing communicative knowledge and understanding to create knowledge and understanding, communicative ability, thinking ability, problem-solving ability, life skills, and ability to use technology. At the same time, students will have the following intended characteristics which are nationalism, religiosity, loyalty, disciplines, diligence, self-sufficiency, endeavor, love of being Thai, and public mind.



## Resources

Required  At least 1 white notebook.  
 Dictionary (English to English, not a translating one)  
 Extra lines A4 paper for written assignments.

Suggested  Many different colored pens/markers/highlighters

## Academic Integrity Policy

Students are expected to adhere to the Assumption College student handbook. There is to be no plagiarism, no copying, and no cheating of any kind. These and any other acts of academic dishonesty lower the quality of the education and will not be tolerated. Students involved in any form of academic dishonesty, including any student supplying or allowing the copying to take place, will receive a zero.

Plagiarism is the act of taking someone else's work or ideas and passing them off as one's own work or ideas. Examples of plagiarism include the failure to give appropriate acknowledgement when repeating another's idea, phrase, sentence or paragraph, or failure to give appropriate acknowledgement when paraphrasing any of those.

## Behavioral Expectations

For the sake of all the members of the class, students are expected to respect themselves, their classmates, the teacher, and the facilities.

Students must accept responsibility for themselves and their actions. Students are expected to be ready at the start of every class (notebooks, textbook, writing utensils, etc.) and to actively participate throughout the lesson until class is dismissed.

Behavior is monitored every day as per the class rules that are set out at the beginning of the academic year (see the front of your note books). At the end of the semester the average is taken and used for the student's behavior score (20%). Students *earn* the scores they receive.

Additionally, all Thai students are expected to embrace the following *desired characteristics*:

- Love for the country and the King, faith in religion
- Possess discipline
- Be self-sufficient
- Proud to be Thai
- Be an A.C. gentleman
- Eager to learn
- Dedicated to work
- Have a sense of public consciousness
- Be honest and upright

## Attendance & Tardiness

Attendance will be taken at the start of every class. Students are expected to be in class on-time, every time. Unexcused absences or tardiness will not be tolerated. In the case of planned absences, please notify the teacher in as far in advance as possible. Students are expected to catch up on all missed work outside of class time.



## Homework & Classwork

Homework and classwork will be assigned often and must be submitted on or before the due date for a score of 20 points. If the work is not done for the start of class, a maximum score of 15 will be possible. After more than one day has lapsed, a maximum score of 10 will be available. Late assignments can be submitted for a maximum of 50% (10 points) up until the last week of the term. All late or missed assignments that are not turned in *before* the last week of the term will receive a zero.

## Grading

This course follows to the Assumption College grading scale:

|  |     |
|--|-----|
| <i>Final Score <math>\geq</math> 80%</i> | 4.0 |
| $75\% \leq \text{Final Score} < 80\%$    | 3.5 |
| $70\% \leq \text{Final Score} < 75\%$    | 3.0 |
| $65\% \leq \text{Final Score} < 70\%$    | 2.5 |
| $60\% \leq \text{Final Score} < 65\%$    | 2.0 |
| $55\% \leq \text{Final Score} < 60\%$    | 1.5 |
| $50\% \leq \text{Final Score} < 55\%$    | 1.0 |
| <i>Final Score &lt; 50%</i>              | 0.0 |

## Evaluation and Assessment

The final semester grade for this course out of 100% is broken down as follows:

|                               |              |
|-------------------------------|--------------|
| Total Score of all Assessment | Homework 80% |
| Behavior                      | 10%          |
| Attendance                    | 10%          |

## Recommendations for Success

English can be a difficult course for many students. All students are encouraged to try the following:

1. Be on task during class. Focus and follow instructions and do the required activities to your best abilities. Do not worry about making mistakes as they are the best way for us to incorporate the materials into our long-term memories.
2. Watch Movies, or TV shows, or YouTube with British / Australian accents, with the English subtitles is a good way to improve your speaking and listening skills; it also helps with vocabulary too.



## THE ENGLISH PROGRAM AT ASSUMPTION COLLEGE

### Course Syllabus – Semester 2/2025

3. Search online (in English) if you don't understand a topic discussed in class to get a better understanding of the topic.
4. Do not copy your classmate's work; struggle through and do the work on your own. This is how you learn.
5. Come see the teacher outside of class time for assistance.
6. Revise your work, as recommended by your teacher and work to continuously improve your work. Learning is a process, not a product.

#### **Precise resources:**

- Teacher Handouts, Worksheets, Presentations.
- Whiteboards & Projector.



|                   |   |
|-------------------|---|
| <b>OC30222</b>    | <b>Business Management</b>  |
| <b>Teacher</b>    | Dr. Hermann Gruenwald   |
| <b>Contact</b>    | EP Teacher Room, 2 <sup>nd</sup> Floor Colombet Building<br>Hermann_gr@assumption.gmail.com                   |
| <b>Website</b>    | <a href="https://classroom.google.com/c/ODAzODgzMzA3MTg0">https://classroom.google.com/c/ODAzODgzMzA3MTg0</a> |
| <b>Class Time</b> | Tuesday 10:20-11:10<br>Wednesday 13:00-13:50  |
| <b>Credits</b>    | 1   |

### **Course Description**

Students will study about the principles on how to operate the information services organizations; important components of the information services organizations; operations of organization; policy making and planning, human resource management, document management; budgeting and finance; buildings and sites; standards and quality assurance; evaluation and report; partnership with industry. Students will learn through the analytic thinking process, problem solving process, practices, group work, and attitude building process. Students are expected to subsequently develop the ability to communicate, to think, and to solve problems. Life skills and the use of technology are also to be enhanced. Students will additionally be developed learning skills and skills to create innovation -- think creatively, demonstrate innovation, use critical thinking, solve problems wisely, communicate effectively, and be willing to work with others. Information-related skills will also be included in this course. Students are expected to learn about technological media, to keep themselves updated with news and information, to have good judgement on media, to be a well-rounded individual in the field of information technology and to communicate wisely. Another skill that will be fostered is life and career skills which cover flexibility, adaptability, creativity, self-responsibility and social skills. As for the students' desired characteristics, the course will focus on honesty, discipline, avidity for learning, dedication for work and public-mindedness.

### **Learning Outcome:**

1. Apply concepts and principles to effectively manage an organization or the information services organization.
2. Explain the principles of operations, policy making, and planning for running organizations or the information services organizations.
3. Present how to work and put them into practice in the area of document management, finance, office supplies, building and maintenance.
4. Know the principles of quality assurance and evaluate the organizations or information services organizations with morality and ethics.

### **Course Outline & Objectives**

#### **Business Management (Indicators 1, 2, 3, 4, 6, 8, 10, 11)**

- Learn basic principles for business management.
- Discuss and apply management techniques.

#### **Unit 1: Management of the information services organizations**



1. General administration
2. Information services organization management
3. Definition/Components of administration
4. Types and characteristics of the administrator
5. Role and responsibilities of the administrator
6. Qualifications of the administrator

**Unit 2: Management principles and theories for the information services organization**

1. Good characteristics of the information services organization
2. Administration theories for the information services organizations
3. Principles of personnel management
4. Writing a project
5. Organizations and management
6. Organizational structure of the information services organization

**Unit 3: Policy, budget plan, and finance**

1. Policy and planning
2. Budget and finance
3. Types of budget
4. Budget administration policy and standards
5. Budget spending of the information services organization

**Unit 4: Personnel management**

1. Principles of personnel management
2. Personnel in the information services organization
3. Selection of personnel for information services work
4. Personnel development

**Unit 5: Management of supplies and equipment**

1. Meaning and importance of supply
2. Cycle of supply administration
3. Principle for managing and specifying needs for supplies and equipment
4. Maintenance of supplies and equipment

**Unit 6: General administrative work and document control in the information services organization**

1. Meaning and importance of the document control work
2. Types, kinds, and forms of documents
3. Drafting and typing the documents or letters



4. *Storage and destruction of documents*

**Unit 7: Building and site administration**

1. *Meaning, objectives and importance of buildings and sites*
2. *Location and management of buildings and sites*
3. *Place decoration*

**Unit 8: Statistics, reports and public relations**

1. *Meaning and the importance of statistics and reports*
2. *Preparing statistics and reports*
3. *Meaning and the importance of public relations*
4. *Media and public relations*
5. *Qualifications and codes of ethics of public relations professionals*

**Unit 9: Quality assurance for the information services institute**

1. *Meaning, objectives and benefits*
2. *Quality assurance system selected*
3. *Components of the system*
4. *Implementation of the quality assurance system*

**Unit 10: Evaluation and development of the information services organization**

1. *Meaning, importance and objectives of evaluation*
2. *Steps and methods of evaluation*
3. *Problems and solutions*
4. *Developing the information services organization*

**Resources**

|            |  |
|------------|--|
| Required   | <ul style="list-style-type: none"><li>• A pink A.C. notebook (minimum A4 size)</li><li>• Basic stationary (pen, pencil, eraser, ruler, sharpener etc)</li><li>• Extra stationary (glue stick, stapler, tape, liquid paper etc.)</li><li>• AC Portfolio A4 with clear front cover</li></ul> |
| Suggested  | <ul style="list-style-type: none"><li>• Various colored pens / markers / highlighters / pencils</li></ul>  |
| Occasional | <ul style="list-style-type: none"><li>• Smart phones for research in class</li><li>• USB thumb drives to save typed work onto</li><li>• Materials potentially needed for special projects</li></ul>  |

*The above will be requested a week in advance of use*

**Academic Integrity Policy**

Students are expected to adhere to the Assumption College student handbook. There is to be no plagiarism, no copying, and no cheating of any kind. These and any other acts of academic dishonesty lower the quality of the education and will not be tolerated. Students involved in



any form of academic dishonesty, including any student supplying or allowing the copying to take place, will receive a zero.

Plagiarism is the act of taking someone else's work or ideas and passing them off as one's own work or ideas. Examples of plagiarism include the failure to give appropriate acknowledgement when repeating another's idea, phrase, sentence or paragraph, or failure to give appropriate acknowledgement when paraphrasing any of those.

### **Behavioral Expectations**

For the sake of all the members of the class, students are expected to respect themselves, their classmates, the teacher, and the facilities. Students must accept responsibility for themselves and their actions. Students are expected to be ready at the start of every class (sketch book, basic stationary, materials, ingredients etc.) and to actively participate throughout the lesson until class is dismissed.

Behavior and participation is monitored during every class and points are deducted for misbehavior, non-participation or disruption to the class. This is averaged throughout the semester and calculated as a score of 10 at the end of semester.

Additionally, all Thai students are expected to embrace the following *desired characteristics*:

- Possess discipline
- Be an AC gentleman
- Be honest and upright
- Be eager to learn
- Be dedicated to work
- Have a sense of public-consciousness

### **Attendance & Tardiness**

Attendance will be taken at the start of every class. Students are expected to be in class on-time, every time. Unexcused absences or tardiness will not be tolerated. In the case of planned absences, please notify the teacher in as far in advance as possible. Students are expected to catch up on all missed work outside of class time check schoology for the content of the lectures and the in-class assignments and homework and project assignments.

### **Homework & Class Work**

Homework and class work will be assigned often, must be completed to a high standard and be submitted on or before the due date. Late assignments are subject to 50% less marks for each week they are late. All missed assignments will receive a zero and will dramatically reduce the averaged class work and homework scores of the individual.

### **Grading**

This course follows to the Assumption College grading scale:

|  |     |    |
|--|-----|----|
| <i>Final Score <math>\geq</math> 80%</i>                       | 4.0 | A  |
| <i>75% <math>\leq</math> Final Score <math>&lt;</math> 80%</i> | 3.5 | B+ |
| <i>70% <math>\leq</math> Final Score <math>&lt;</math> 75%</i> | 3.0 | B  |
| <i>65% <math>\leq</math> Final Score <math>&lt;</math> 70%</i> | 2.5 | C+ |
| <i>60% <math>\leq</math> Final Score <math>&lt;</math> 65%</i> | 2.0 | C  |
| <i>55% <math>\leq</math> Final Score <math>&lt;</math> 60%</i> | 1.5 | D+ |
| <i>50% <math>\leq</math> Final Score <math>&lt;</math> 55%</i> | 1.0 | D  |
| <i>Final Score <math>&lt;</math> 50%</i>                       | 0.0 | F  |



### Evaluation and Assessment

The final semester grade for this course out of 100% is broken down as follows:

|                          |      |                  |
|--------------------------|------|------------------|
| Behavior & Participation | 10%  | Affective Domain |
| Class Work               | 10%  | Formative        |
| Home Work                | 10%  | Formative        |
| Presentation             | 10%  | Formative        |
| Portfolio                | 10%  | Formative        |
| Team Work                | 10%  | Formative        |
|                          |      | 50% Formative    |
| Midterm Exam             | 20 % | Exams            |
| Final Exam               | 20%  | Exams            |

### Recommendations for Success

1. Bring all the materials that are needed to complete projects on the day of class
2. Be creative and work hard for your own success and learning.
3. Don't be afraid to experiment and have fun studying
4. Plan projects carefully and have the required materials for your project
5. Keep your notebook tidy, attractive and up-to-date and submit work on time
6. Check schoology.com for assignments and course materials and grades



## ST30105 Design & Technology

---

|                   |  |
|-------------------|--|
| <b>Teacher</b>    | Mr. Matt Harris  |
| <b>Contact</b>    | Location: 5th Floor Computer Lab   |
| <b>Class Time</b> | EP-M 4/1: Wednesday 13:00 – 13:50<br>EP-M 4/2: Thursday 09:20 – 10:10<br>EP-M 4/3: Wednesday 14:00 – 14:50 |
| <b>Credits</b>    | 1.0  |

### **Course Description**

To understand the key concepts of Design & Technology for living in a rapidly changing society; apply knowledge and skills in science, mathematics and other disciplines to creatively solve problem or develop work by using the engineering design process; select technology to use properly by taking into account impacts on life, society, and environment. Students will study the following topics: main concepts of technology, relationships of technology with other fields of study especially science or mathematics; evaluating its impact on humans, society, economy and environment so as to use the information as a guideline for developing technology. Students will apply many learning processes: attitude development process, knowledge and understanding development process, critical thinking process, practicing process and problem-solving process.

### **Course Outline & Objectives**

Topics include: [Indicator 1,2,3,4]

**Design & Technology** [Indicator 1, 2, 3, 4]

### **Resources**

Required      • EP Computer Lab

### **Academic Integrity Policy**

Students are expected to adhere to the Assumption College student handbook. There is to be no plagiarism, no copying, and no cheating of any kind. These and any other acts of academic dishonesty lower the quality of the education and will not be tolerated. Students involved in any form of academic dishonesty, including any student supplying or allowing the copying to take place, will receive a zero.

Plagiarism is the act of taking someone else's work or ideas and passing them off as one's own work or ideas. Examples of plagiarism include the failure to give appropriate acknowledgement when repeating another's idea, phrase, sentence or paragraph, or failure to give appropriate acknowledgement when paraphrasing any of those.



### **Behavioral Expectations**

For the sake of all the members of the class, students are expected to respect themselves, their classmates, the teacher, and the facilities. Students must accept responsibility for themselves and their actions. A behavior score (out of 10 points) is taken every day. At the end of the semester the average is taken and used for the student's behavior score (10%). Students *earn* the scores they receive.

Additionally, all Thai students are expected to embrace the following *desired characteristics*:

- Love for the country and the King, faith in religion
- Possess discipline
- Be self-sufficient
- Proud to be Thai
- Be an AC gentleman
- Eager to learn
- Dedicated to work
- Have a sense of public consciousness
- Be honest and upright

### **Attendance & Tardiness**

Attendance will be taken at the start of every class. Students are expected to be in class on-time, every time. Unexcused absences or tardiness will not be tolerated. In the case of planned absences, please notify the teacher in as far in advance as possible. Students are expected to catch up on all missed work outside of class time.

### **Homework & Classwork**

Homework and classwork will be assigned often and must be submitted on or before the due date. Late assignments can be submitted for a maximum of 50% up until the last week of the term. All late or missed assignments that are not turned in *before* the last week of the term will receive a zero.

### **Grading**

This course follows to the Assumption College grading scale:

|                                       |     |
|---------------------------------------|-----|
| <i>Final Score</i> $\geq$ 80%         | 4.0 |
| $75\% \leq \text{Final Score} < 80\%$ | 3.5 |
| $70\% \leq \text{Final Score} < 75\%$ | 3.0 |
| $65\% \leq \text{Final Score} < 70\%$ | 2.5 |
| $60\% \leq \text{Final Score} < 65\%$ | 2.0 |
| $55\% \leq \text{Final Score} < 60\%$ | 1.5 |
| $50\% \leq \text{Final Score} < 55\%$ | 1.0 |
| <i>Final Score</i> < 50%              | 0.0 |



### **Evaluation and Assessment**

The final semester grade for this course out of 100% is broken down as follows:

|                      |                        |
|----------------------|------------------------|
| STEAM                | 10%                    |
| Homework/Classwork   | 30%                    |
| Coursework           | 30%                    |
| Behavior             | 10% (program mandated) |
| Midterm Exam/Project | 10% (program mandated) |
| Final Exam           | 10% (program mandated) |

### **Recommendations for Success**

Information technology can be a difficult course for many students. All students are encouraged to try the following:

1. Read, read, read the teacher's online notes. Oftentimes, reading the text once is not enough even for native English speakers. You may need to read the material multiple times to understand. By reading along at home with the lessons taught at school (typically only a few pages per night), students will be able to responsibly manage the material and gain the most from the course.
2. Search online, in either Thai or English, if you don't understand a topic discussed in class or simply to get a better understanding of the topic.
3. Do **not** copy your classmates work; struggle through and do the work on your own! This is how you learn!
4. Come see the teacher outside of class time for assistance.
5. Do more than just the bare minimum; there are plenty of problems in the teacher's online notes. We only have time for so many of them. Do the review questions at the end of the chapter and see the teacher for the answers.
6. Study the notes and vocabulary at least a few minutes every day, such as in homeroom or during any free time you might have in other classes.