



**2002 CURRICULUM FOR THE CERTIFICATE  
OF VOCATIONAL EDUCATION  
(2003 REVISED EDITION)**

**Area of study : Commerce**

**Program : Commerce**

- Specializations :**
- Accounting**
  - Selling**
  - Business Computer**

**MINISTRY OF EDUCATION**

## **Preface**

### **(2003 Revised Edition)**

The 2002 Curriculum for the Certificate of Vocational Education was launched by the Ministry of Education in 2002, and was revised by the Department of Vocational Education in 2003. Its main revision included program structures, time duration, and also the addition of vocational education standards of the programs and specializations, and course standards. This revision was done in order to be used as guidelines for better learning and teaching management, and for more concrete assessment of learners' learning achievements. It was also done in order to improve the curriculum and its management appropriate to the current practice and operations of vocational institutions.

The 2002 Curriculum for the Certificate of Vocational Education (2003 Revised Edition) has been successfully completed with great contributions and co-operations of government agencies, education institutes, teachers, and resource persons in private sector, especially those who have their names in the list. Their intelligence, knowledge, experience and time are very valuable for this important task concerning the education development of the country. The Department of Vocational Education is very grateful to all people who got involved with the task.

**Department of Vocational of Education**  
**2003**

## **Preface**

The 2002 Curriculum for the Certificate of Vocational Education has been developed in accordance with the 1999 National Education Act and technological advancement in the era of globalization. It aims to produce and develop skilled workers who have knowledge and vocational skills and experience in their areas. They are also together with morals, ethics, disciplines, personality, intelligence, and ability suitable for careers and according to the needs of labor market. These qualifications are in relation to the current economic and social contexts in community, local, and national levels. The curriculum will provide students opportunities to study according to their abilities, interests, potentialities and times. The curriculum also provides opportunity for public and private educational institutes, and also national and local communities, to take part in curriculum development and educational management.

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**Ministry of Education**

**2002**

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## **2002 Curriculum for the Certificate of Vocational Education**

### **Principles**

1. The curriculum, after the lower secondary education, aims to produce and develop skilled workers in particular occupational areas with appropriate morals, ethics, personality, attitude, and ability to work in accordance with the needs of labor market and self-employment, and also economic and social conditions at both local and national levels.
2. The curriculum offers the learners more learning modes and entries to study focusing on specific skills and real practice. Learners are able to choose their learning modes according to their abilities, interests, potentialities, and time. The results of study can be accumulated and transferred, and their prior knowledge and experience from academic sources and workplaces can be accredited.
3. The curriculum emphasizes the cooperation of public and private agencies and organizations in educational management.
4. The curriculum also provides opportunity for educational institutes and local communities to take part in curriculum development in accordance with the needs of local communities and conditions.

## Objectives

1. To provide the occupational knowledge, skills and experience according to the vocational education standards; to be able to put them into practice at work efficiently; and to be able to choose their own ways of life and careers appropriate to themselves and in accordance with the needs of local and national communities.
2. To promote intelligence and creative thinking; to develop their quality of life and career; and to promote skills for their professional management and development.
3. To promote positive attitude toward a career, self-confidence and pride of work, love about work and organization, ability to work with others in groups, and respect to rights and duties of oneself and others.
4. To produce citizens with good social behavior, good work habits, group work skills, responsibility towards their families, local organizations and the country; who devote oneself to society; who understand and see the value of Thai arts, culture, and local wisdom, and who have awareness of environmental issues and importance.
5. To promote good personalities, human relations, morals, ethics, self-disciplines, and good health and mind.
6. To promote an awareness and involvement in national and world economic, social and political issues and solutions; and to build personal consciousness about Thai nation, devotion to the public, national security, maintenance of nation, religion and Royal Family institutions, and the democratic regime with the King as the head of the country.

## **Curriculum Implementation**

### **2002 Curriculum for the Certificate of Vocational Education**

#### **1. Learning Teaching**

1.1 According to the learning and teaching in this curriculum, learners are able to enroll in any modes of learning offered and to combine them. Learners can transfer credits between various modes and also from prior learning and experience to their formal courses.

1.2 Learning and teaching management emphasizes actual practice by offering courses to practice or train in the workplace, for not less than 1 semester.

#### **2 Time Duration**

2.1 The academic year is divided into 2 regular semesters (20 weeks each) with class contact hours and credits as determined. An additional summer semester can be provided according to the requirements of each institute for about 5 weeks.

2.2 For in-class learning system, the institute opens for not less than 5 days a week. Each period is 60 minutes (1 hour).

#### **3 Credits**

Program has a minimum of 102 credits. The relevant calculations are as follows:

3.1 Courses with theory: 1 credit is made up of 1 hour per week, with a total of not less than 20 hours per semester.

3.2 Courses with theory and practice: 1 credit is 2-3 hours per week, with a total of minimum 40-60 hours.

3.3 Courses to be practiced or trained at the workplace: The total hour of not less than 40 hours is equivalent to 1 credit.

3.4 On-the-job training in a Dual Vocational Training (DVT) Program: Minimum 40 hours is equivalent to 1 credit.

3.5 Project: It follows the regulations stated in the curriculum

## **4 Structure**

The structure of the 2002 Curriculum for the Certificate of Vocational Education (2003 Revised Edition) consists of 3 course groups, on-the-job training and extracurricular activities as follows:

### **4.1 General courses**

4.1.1 Basic general courses are courses applicable for everyday life.

4.1.2 Vocational-based general courses are specific to the workplace.

### **4.2 Vocational courses which are divided into**

4.2.1 Basic vocational courses are those basic related courses groups necessary for particular areas of study.

4.2.2 Core vocational courses are those vocational courses for specific programs.

4.2.3 Specialized vocational courses are those vocational courses aiming to provide learners specific knowledge and specialized skills in careers according to their abilities and interests.

### **4.2.4 Project**

### **4.3 Free elective courses**

### **4.4 On-the-job training**

### **4.5 Extracurricular activities**

The number of credits and courses of each group of courses throughout the program follow the regulations stated in the structure of each area and program of study. For courses in each course group, the institutes can organize courses as determined in the curriculum or appropriate to the local conditions. However, the institutes must provide courses codes, and numbers of periods and credits according to the regulations stated in the curriculum

## **5 Project**

5.1 The institutes must organize time for learners to carry out their projects in the sixth semester for not less than 160 hours which is equivalent to 4 credits.

5.2 Evaluation and grading is done the same as other courses.

## **6 On-the-job Training**

6.1 The institutes select vocational courses for students to practice or train in the workplaces for at least 1 semester.

6.2 Evaluation and grading is done the same as other courses.



## **7. Qualifications**

The learner needs to have background knowledge and entrance qualifications according to the educational management section of the 2002 Curriculum for the Certificate of Vocational Education, 2003.

## **8 Evaluation**

The evaluation has already determined by the Ministry of Education according to the evaluation section of the 2002 Curriculum for the Certificate of Vocational Education, 2003.

## **9 Extracurricular Activities**

The institutes must organize activities to promote morals, ethics, values, self-disciplines, recreations, and work habits by using group process; to contribute to the community; and to maintain valuable traditions and customs. The activities comprise planning, practice, evaluations, and work improvements.

## **10 Graduation**

Students must have:

10.1 Passed general, vocational and free elective courses according to the standards stated in each area and program of study.

10.2 Achieved the total number of credits according to the curriculum structure of each area and program of study.

10.3 Obtained a grade point average of not less than 2.00.

10.4 Participated the extracurricular activities and passed them as determined.

## **11. Adjustment of Curriculum**

11.1 The Secretary-General of the Office of Vocational Education Commission has the authority to add, change or cancel any areas, programs, specifications, courses and structures in the 2002 Curriculum for the Certificate of Vocational Education

11.2 The institutes have the authority to add, correct, and change courses in the 2002 Curriculum for the Certificate of Vocational Education, and these must be reported to the Office of Vocational Education Commission

**Coding System**

**2002 Curriculum for the Certificate of Vocational Education  
(2008 Revised Edition)**

1	2	3	4	-	5	6	7	8	Course Title	Credits	(Hours)
									No of courses 01-99		
				<b>Programs/Core Courses</b>				<b>Courses</b>			
2	0	0	1	<b>Core courses (Basic vocational courses)</b>				<b>00 Core courses (Basic vocational courses)</b>			
2	0	0	0	<b>Core courses (General courses)</b>				<b>11 Thai</b> <b>12 English and other languages</b> <b>13 Social Studies</b> <b>14 Science</b> <b>15 Mathematics</b> <b>16 Health Education &amp; Physical Education</b> Course No 01-19 Basic general courses Course No 20-99 Vocational-based general courses			
2	0	0	2	<b>Core Courses (Extracurricular activities)</b>				<b>00 Extracurricular activities</b>			
2	2	0	0	<b>Core Courses (Area of Study)</b>				<b>01 Basic vocational courses (Area of Study)</b>			
2	2	0	1	<b>Commerce Program</b>				<b>10 Core vocational courses</b> <b>2x 3x Specialized vocational courses</b> <b>4x ((DVT Courses)</b> <b>50 Projects</b>			
<b>Areas of Study</b>											
<b>1 Trades and Industry</b>				<b>6 Fishery Industry</b>							
<b>2 Commerce</b>				<b>7 Tourism Industry</b>							
<b>3 Fine Arts</b>				<b>8 Textile Industry</b>							
<b>4 Home Economics</b>				<b>9 Information and Communication Technology</b>							
<b>5 Agriculture</b>											
<b>Curriculum</b>											
<b>2 Certificate of Vocational Education Curriculum (Cert Voc Ed)</b>											

## **Commerce Program Objectives**

1. To understand the principle and to be able to apply Thai, Social Study, Science, Mathematics, Health Education and Physical Education to develop themselves and careers.
2. To understand the principle and process of basic vocational courses and related work in developing commerce field of study.
3. To understand the principle, method and step in selected specializations.
4. To gain skills, experiences, processes in vocational work according to selected specializations.
5. To gain skills in applying technology to vocational work according to selected specializations.
6. To gain skills in team work, making decision and solving problems in working
7. To gain skills in searching for knowledge, creativity and improving work for better qualities.
8. To conserve natural resource and the environment.
9. To gain moral, virtue and positive attitude in work, and to earn the living with fairness.

## **Vocational Education Standards**

### **Students should be able to:**

1. Communicate using Thai, English and other languages in daily life and career.
2. Develop oneself and society according to the principles of religions, human rights, culture and economics.
3. Develop oneself and career solve problems by using the scientific and processes mathematics.
4. Develop personality and health by using the process of health and physical education.
5. Use the computer package and information technology system to develop the business.
6. Plan for proceeding business career by using quality administration and ISO in organization.
7. Manage environmental quality, vocational sanitation, and safety in organization and community.
8. Apply the principles of business career in working and daily life.

### **Accounting Specialization**

9. Gain accounting skills of service enterprise, account of purchasing and sales goods enterprise, account of industrial enterprise.
10. Understand principles and procedures of accounting work used in controlling and auditing enterprise.
11. Gain skills and experiences in accounting work of specific enterprise.
12. Practice accounting for paying enterprise tax and procedures of paying personal income tax.

### **Selling Specialization**

9. Demonstrate products, sale and service directly and indirectly to customers.
10. Manage product exhibition, shops and sales promotion in various forms.
11. Collect and analyze sales data and manage channel for sale.
12. Prepare sales documents, purchase goods and provide servicing.
13. Make market planning, sale planning, lay-outs for retailing and wholesaling shops.

## **Business Computer Specialization**

9. Understand the operating system of computers.
10. Manage and solve computer problems.
11. Design simple programs.
12. Use computer packages in business.
13. Use network system in working
14. Create web pages.

**Program Structure**

**2003 Curriculum for the Certificate of Vocational Education**

**Area of study: Commerce**

**Commerce Program**

Students who have graduated the Certificate of Vocational Education 2002 in Commerce Program must study courses and get involved in extracurricular activities not less than 102 credits as follows :

<b>1. General Courses (not less than)</b>		<b>26credits</b>
1.1 Basic General Courses	18 credits	
1.2 Vocational - based General Courses (not less than)	8 credits	
<b>2 Vocational Courses (not less than)</b>		<b>66credits</b>
2.1 Basic Vocational Courses	8 credits	
2.2 Core Vocational Courses	18 credits	
2.3 Specialized Vocational Courses (not less than)	36 credits	
2.4 Project	4 credits	
<b>3 Free Elective Courses (not less than)</b>		<b>10credits</b>
<b>4 On-the-job Training (not less than 1 semester)</b>		
<b>5 Extracurricular Activities (not less than 200 hours)</b>		
<b>Total</b>	<b>102credits</b>	

1. **General Courses** (not less than 26 credits)

**1.1 Basic General Courses** (not less than 18 credits)

**1.1.1 Languages** (not less than 8 credits)

**(1) Thai Language** (not less than 4 credits): students have to study the course 2000 - 1101 for 2 credits and select one of the courses below (not less than 4 credits)

<b>Code</b>	<b>Course Title</b>	<b>Credits</b>	<b>(Hours)</b>
2000- 1101	Thai for the Workplace 1	2	(2)
2000- 1102	Thai for the Workplace 2	2	(2)
2000- 1103	Thai for the Workplace 3	2	(2)
2000- 1104	Thai for communication	2	(2)
2000- 1105	Thai Project Work	2	(2)
2000- 1106	Speech Arts	2	(2)

**(2) English and other languages** (4 credits)

<b>Code</b>	<b>Course Title</b>	<b>Credits</b>	<b>(Hours)</b>
2000- 1201	English for communication 1	2	(2)
2000- 1202	English for communication 2	2	(2)

**1.1.2 Social Studies** (not less than 4 credits) study the course of 2000- 1301 for 2 credits and select one of the courses below

<b>Code</b>	<b>Course Title</b>	<b>Credits</b>	<b>(Hours)</b>
2000- 1301	The way of Thai Ethics	2	(2)
2000- 1302	Geo-Economics	2	(2)
2000- 1303	Thai History and Administration	2	(2)
2000- 1304	Special Community Project	2	(2)
2000- 1305	Thai Folklore	2	(2)
2000- 1306	Physical Geography for Living	2	(2)
2000- 1307	Current Affairs	2	(2)

**1.1.3 Science and Mathematics** (4 credits)**(1) Science (2 credits)**

<b>Code</b>	<b>Course Title</b>	<b>Credits</b>	<b>(Hours)</b>
2000 - 1401	Basic Science	2	(2)

**(2) Mathematics** (2 credits)

<b>Code</b>	<b>Course Title</b>	<b>Credits</b>	<b>(Hours)</b>
2000 - 1501	Applied Mathematics 1	2	(2)

**1.1.4 Health Education and Physical Education** (not less than 2 credits)

The students select one course from the Physical Education group not less than 1 credit and select one course from the Health Education group not less than 1 credit totally not less than 2 credits or select a course from the Integration of Health Education and Physical Education not less than 2 credits

**(1) Physical Education Subjects**

<b>Code</b>	<b>Course Title</b>	<b>Credits</b>	<b>(Hours)</b>
2000 - 1601	Physical Education for Personal Development	1	(2)
2000 - 1605	Physical Fitness for Work	1	(2)
2000 - 1606	Self Defense	1	(2)
2000 - 1607	Physical Education for Disabled	1	(2)

**(2) Hygiene Subjects**

<b>Code</b>	<b>Course Title</b>	<b>Credits</b>	<b>(Hours)</b>
2000 - 1602	Home Education and Safety	1	(2)
2000 - 1608	Development and Life Skills	1	(2)
2000 - 1609	Health at Work	1	(2)
2000 - 1610	Safety in Industry	1	(2)
2000 - 1611	Safety in Agriculture	1	(2)



**(3) Integration of Health Education and Physical Education**

<b>Code</b>	<b>Course Title</b>	<b>Credits</b>	<b>(Hours)</b>
2000-1603	Quality of Life Development	2	(3)
2000-1604	Life Management for Happiness	2	(3)

**1.2 Vocational-based General Courses** (not less than 4 credits) select from the following courses:

**1.21 Languages**

<b>Code</b>	<b>Course Title</b>	<b>Credits</b>	<b>(Hours)</b>
2000-1220	English for communication in the Workplace	1	(2)
2000-1221	English conversation 1	1	(2)
2000-1222	English Conversation 2	1	(2)
2000-1223	English for Industrial Trades	1	(2)
2000-1224	Business English	1	(2)
2000-1225	English for the Tourism Industry	1	(2)
2000-1226	English for Arts	1	(2)
2000-1227	English for Home Economics	1	(2)
2000-1228	English for Agriculture	1	(2)
2000-1229	English for Fishery Industry	1	(2)
2000-1230	English for Agriculture Technology	1	(2)
2000-1231	English for Fishery Technology	1	(2)
2000-1232	Supplementary English	1	(2)
2000-1233	Internet English	1	(2)
2000-1234	English Project Work	1	(2)
2000-1235	English for the Workplace	1	(2)
2000-1236	Independent Study in English	1	(2)
2000-1237	English Terminology	1	(2)
2000-1238	English for food and Nutrition	1	(2)

<b>Code</b>	<b>Course Title</b>	<b>Credits</b>	<b>(Hours)</b>
2000-1239	English for Clothing Design	1	(2)
2000-1240	Technical English on the Job	1	(2)
2000-1241	Commercial Correspondence	1	(2)
2000-1242	English for Commercial Arts	1	(2)
2000-1243	English for Fine Arts	1	(2)
2000-1244	English Through Newspaper	1	(2)
2000-1245	Business English Conversation	1	(2)
2000-1246	English for Jewelry	1	(2)
2000-1247	English for Ceramics	1	(2)
2000-1248	English for Handicrafts	1	(2)
2000-1249	English for Leather Work	1	(2)
2000-1250	Fundamental Chinese 1	1	(2)
2000-1251	Fundamental Chinese 2	1	(2)
2000-1252	Fundamental Japanese 1	1	(2)
2000-1253	Fundamental Japanese 2	1	(2)
2000-1254	Fundamental French 1	1	(2)
2000-1255	Fundamental French 2	1	(2)
2000-1256	Fundamental Germans 1	1	(2)
2000-1257	Fundamental Germans 2	1	(2)

### **1.22 Science and Mathematics** (not less than 2 credits)

**(1) Science** (not less than 4 credits) select from the followings:

<b>Code</b>	<b>Course Title</b>	<b>Credits</b>	<b>(Hours)</b>
2000-1420	Industrial Science	2	(3)
2000-1421	Applied Science	2	(3)
2000-1422	Agro-Science	2	(3)
2000-1423	Environmental Science	2	(3)
2000-1424	Science Project	4	(*)
2000-1425	Biochemistry	2	(3)

<b>Code</b>	<b>Course Title</b>	<b>Credits</b>	<b>(Hours)</b>
2000 - 1426	Basic Chemistry	2	(3)
2000 - 1427	Basic Physics 1	2	(3)
2000 - 1428	Basic Physics 2	2	(3)
2000 - 1429	Basic Physics 3	2	(3)
2000 - 1430	Basic Biology	2	(3)

**(2) Mathematics** (not less than 2 credits) select from the followings:

<b>Code</b>	<b>Course Title</b>	<b>Credits</b>	<b>(Hours)</b>
2000 - 1520	Applied Mathematics 2	2	(2)
2000 - 1521	Applied Mathematics 3	2	(2)
2000 - 1522	Applied Mathematics 4	2	(2)
2000 - 1523	Applied Mathematics 5	2	(2)
2000 - 1524	Applied Mathematics 6	2	(2)
2000 - 1525	Applied Mathematics 7	2	(2)
2000 - 1526	Applied Mathematics 8	2	(2)
2000 - 1527	Applied Mathematics 9	2	(2)

**2 Vocational Courses**

not less than

66 credits

**21 Basic Vocational Courses** 10 credits: select from the followings:

<b>Code</b>	<b>Course Title</b>	<b>Credits</b>	<b>(Hours)</b>
2001 - 0001	Computer at Work	2	(3)
2001 - 0002	Basic Business Management	2	(3)
2001 - 0003	Quality and Productivity Management	2	(3)
2001 - 0004	Introduction to Environment Management	2	(3)
2200-1001	General Business	2	(2)

**22 Core Vocational Course**

not less than 16 credits

Study 2201 - 1001 Course and select other courses from the following list to complete the required credits by considering the students' specializations.

<b>Code</b>	<b>Course Title</b>	<b>Credits</b>	<b>(Hours)</b>
2201 - 1001	Using Word Processing Program	2	(3)
2201 - 1002	Basic Accounting 1	3	(4)
2201 - 1003	Basic Accounting 2	3	(4)
2201 - 1004	Sales 1	3	(3)
2201 - 1005	Thai Typing 1	2	(4)
2201 - 1006	Thai Typing 2	1	(3)
2201 - 1007	English Typing 1	1	(3)
2201 - 1008	English Typing 2	1	(3)
2201 - 1009	Thai Typing by Computer 1	2	(4)
2201 - 1010	Thai Typing by Computer 2	1	(3)
2201 - 1011	English Typing by Computer 1	1	(3)
2201 - 1012	English Typing by Computer 2	1	(3)
2201 - 1013	Basic Accounting for the Blind	3	(5)
2201 - 1014	Recording and Voice Paraphrasing	2	(4)
2215 - 1015	Consumer Economics.	2	(2)
2201 - 1016	Introduction to Economics	2	(2)
2201 - 1017	Business Law	2	(3)
2201 - 1018	Business Document	2	(2)
2201 - 1019	Manners and Social Intercourse	2	(4)
2201 - 1020	General Law	2	(3)
2201 - 1021	Labor Law and Social Security	2	(3)
2201 - 1022	Enterprise Establishment and Intellectual Property Law	2	(2)

### **23 Specialized Vocational Courses**      Not less than 36 credits.

The students are required to select any specialized vocational courses totally not less than 24 credit. The rest may be selected within the original or other specializations or any other specializations to meet the total credit requirements.

#### **231 Accounting Specialization**

<b>Code</b>	<b>Course Title</b>	<b>Credits</b>	<b>(Hours)</b>
2201-2101	Accounting for Bills	3	(3)
2201-2102	Accounting for Partnership	3	(4)
2201-2103	Accounting for Company Limited	3	(4)
2201-2104	Accounting for Hire Purchase and Installments	3	(3)
2201-2105	Single Account Systems and Merchandise	3	(3)
2201-2106	Accounting for Joint Ventures and Consignments	3	(4)
2201-2107	Accounting for Industry and Certify System	3	(3)
2201-2108	Accounting for Taxation	3	(3)
2201-2109	Procedures of Accounting	3	(6)
2201-2110	Accounting with Computers	3	(3)
2201-2111	Personal Income Tax	2	(3)
2201-2112	Accounting for Special Affairs	3	(3)
2201-2113	Accounting for Merchandise	3	(3)
2201-2114	Accounting for Industries	3	(3)
2201-2827	English for Accountant	2	(3)
2201-4101	Accounting 1	*	(*)
2201-4102	Accounting 2	*	(*)
2201-4103	Accounting 3	*	(*)
2201-4104	Accounting 4	*	(*)
2201-4105	Accounting 5	*	(*)
2201-4106	Accounting 6	*	(*)

For the Dual System (apprenticeships), the college and the employer together analyse the course objectives and course standards, to produce an appropriate work plan, and design a method of evaluation (40 hours is equivalent to 1 credit).

### **232 Selling Specialization**

<b>Code</b>	<b>Course Title</b>	<b>Credits</b>	<b>(Hours)</b>
2201 - 2201	Selling 2	3	(3)
2201 - 2202	Retailing and Wholesaling	3	(4)
2201 - 2203	Direct Sales	3	(4)
2201 - 2204	Small Business Running	3	(4)
2201 - 2205	Advertising	3	(5)
2201 - 2206	Display of the Products	3	(6)
2201 - 2207	Marketing Information	3	(4)
2201 - 2208	Sale Promotion	3	(4)
2201 - 2209	Assurance	3	(4)
2201 - 2210	Commercial Art	3	(4)
2201 - 2211	Product and Service Distribution	3	(3)
2201 - 2212	Time Management	3	(3)
2201 - 2213	Local Product Management	2	(4)
2201 - 2214	Basic Purchasing	2	(3)
2201 - 2215	Packaging	2	(4)
2201 - 2216	Vehicle for Transportation	2	(4)
2201 - 2217	Basic Principles of Cooperative	2	(3)
2201 - 2814	English for Salesperson	2	(3)
2201 - 4201	Selling 1	*	(*)
2201 - 4202	Selling 2	*	(*)
2201 - 4203	Selling 3	*	(*)
2201 - 4204	Selling 4	*	(*)
2201 - 4205	Selling 5	*	(*)
2201 - 4206	Selling 6	*	(*)

For the Dual System (apprenticeships), the college and the employer together analyse the course objectives and course standards, to produce an appropriate work plan, and design a method of evaluation (40 hours is equivalent 1 credit).

### 233 Business Computer Specialization

<b>Code</b>	<b>Course Title</b>	<b>Credits</b>	<b>(Hours)</b>
2201-2401	Computer and Basic Operating Systems	2	(4)
2201-2402	Computer Mathematics	2	(2)
2201-2403	Ethics in Computer Related Occupations	2	(2)
2201-2404	Job Table Program Usage	2	(4)
2201-2405	Database Program Usage	2	(4)
2201-2406	Data Presentation Program Usage	2	(4)
2201-2407	Applied Word Processing Programs	1	(2)
2201-2408	Published Media Production	2	(4)
2201-2409	Electronic Data Processing	2	(2)
2201-2410	Principles of Programming	2	(4)
2201-2411	Programming by Text Mode Operating System	2	(4)
2201-2412	Programming by Graphic User Interface (GUI) Operating System	2	(4)
2201-2413	Computer Application to Statistical Work	2	(4)
2201-2414	Webpage Design	2	(4)
2201-2415	Basic Network System	2	(4)
2201-2416	Basic Hardware and Utility	2	(4)
2201-2417	Practicum in Computer Services	3	(6)
2201-2418	Office Technology	2	(4)
2201-2419	Graphic Program Usage	2	(4)
2201-2825	English for Computer	2	(3)
2201-4401	Business Computer 1	*	(*)
2201-4402	Business Computer 2	*	(*)
2201-4403	Business Computer 3	*	(*)
2201-4404	Business Computer 4	*	(*)

<b>Code</b>	<b>Course Title</b>	<b>Credits</b>	<b>(Hours)</b>
2201-4405	Business Computer 5	*	(*)
2201-4406	Business Computer 6	*	(*)

For the Dual System (apprenticeships), the college and the employer together analyse the course objectives and course standards, to produce an appropriate work plan, and design a method of evaluation (40 hours is equivalent 1 credit).



## **2**

### **2.4 Project**

4 Credits

<b>Code</b>	<b>Course Title</b>	<b>Credits</b>	<b>(Hours)</b>
2201 - 5001	Projects	4	(160)

### **3 Free Elective Courses** not less than 10 credits

Students can select courses from the list of the courses in the 2002 curriculum for the Certificate of Vocational Education in all areas of study according to their aptitude and interest.

### **4 On-the-job Training** (not less than 1 semester)

For On-the-job Training, the college selects Vocational Courses which are undertaken at the workplace, for at least 1 semester, not less than 40 hours is equivalent to 1 credit.

### **5 Extracurricular Activities** (200 hours)

The college arranges extracurricular activities for not less than 200 hours for the entire program

<b>Code</b>	<b>Courses Title</b>	<b>Credits</b>	<b>(Hours)</b>
2002-0001-0002	Activities for Rover Scouts 1-2	-	(2)
2002-0003-0006	Vocational Organisation Activities 1-4	-	(2)
2002-0007-0012	Other Activities (by the workplace/alleges)	-	(2)

**Course Descriptions**  
**Basic Vocational Courses**

**2001-0001****Computer at Work****2 (3)****Course Objectives**

1. To understand the principle of using information technology at work, using office program , internet and e-mail.
2. To be able to use computer and information at work, install operating software program create document, table making and presentation, search information by internet and receive and send e-mail.
3. To gain ethics and responsibility to use computer with information system, work habit with patient ,carefulness and safety.

**Course Standards**

1. Install computer according to manual.
2. Create vocational document by word processing program.
3. Create table sheets by job table program.
4. Create slides by presenting program.
5. Search information by internet and using e-mail.

**Course Description**

Study and operate computers and basic vocational information system, assemble computers components and operating program using word processing program in creating vocational documents concentrate in typing fluently and correcting, using job – making program concentrate in calculating such as capitals ,goods pricing, บัญชีรายการพัสดุ etc. using presenting programs concentrate in graph, table, animation, using internet to search job information receive and send e-mail ethics and responsibility in using computer for information system.

**2000002****Basic Business Management****2 (3)****Course Objectives**

1. To understand basic business management, procedure of document business accounting marketing and market plan, sale and sale plan, small business.
2. To be able to make business document according to type of business, record accounts according to general accounting standards, proceed marketing according to marketing plan, proceed sale according to sale plan and proceed small business by their own job knowledges.
3. To have a positive attitude in proceeding small business in their own vocational fields

**Course Standards**

1. Create business document according to type of work .
2. Record account according to general accounting standard.
3. Proceed marketing according to marketing plan.
4. Proceed sale according to sale plan.
5. Proceed medium business.

**Course Description**

Study and practice basic business management, type and importance of enterprises, principle of business management, writing business document , account making, marketing and market plan, sale and sale plan, principle of proceeding small business.

## **2000003                      Quality and Productivity Management                      2 (3)**

### **Course Objectives**

1. To understand quality management, principle of PDCA, solution process and equipment in activity management, ISO 9000 : 2000 and rules and document in productivity.
2. To be able to proceed quality groups, activities about ISO 9000 : 2000 and management in productivity.
3. To hold working habit in working in steps and realize in quality.

### **Course Standards**

1. Proceed quality group activity.
2. Proceed quality management activity in organization.
3. Proceed ISO 9001.
4. Proceed productivity activities in organization.

### **Course Description**

Study and practice in quality management activity, meaning and importance of PDCA methodology, manage quality group activity by using solution process and tools in proceeding activities, progress report of quality group activity, quality management principle and proceed activities such as giving importance to customers, relation with sender, leadership, personnel cooperation ,procedure administration and system ,continuous improvement and decision making etc. quality management system ISO 9000 : 2000 rules and productivity document, productivity in organization by constant factors and reduced productivity factors.

**201-0004****Introduction to Environment Management****2 (3)****Course Objectives**

1. To understand the relation of environment and living things, ecological system and technology, environment problem, solution technique in environment quality standard, standard system in environment management 14000.
2. To be able to survey ecological system information and technology related to environment in community, solution, proceed activities about environment quality in community, proceed activities to manage environment in ISO 14001 organization.
3. To hold habit in working with patience and safety, conserve and convince the importance of environment.

**Course Standards**

1. Survey ecological system information and Technology related to environment in community.
2. Set solution to environment problem solving in community according to environmental quality standard.
3. Proceed activities for quality of environment in community.
4. Proceed activities for standard of environment ISO 14000.

**Course Description**

Study and practice about management of basic environment in organization and community, role and importance of environment, relation with living things, ecological system and technology to develop country, environmental problems, pollution, impacts and technique in solving pollution of water, air sound, shaking of scenery, poisonous and waste environment conservation, quality standard of environment, standard system of environment management ISO 14000.

**22001001****General Business****2 (2)****Course Objectives**

1. To gain knowledge in business fundamental.
2. To understand the characteristics of business organizations.
3. To convince the importance and good habit in proceeding businesses.

**Course Standards**

1. Explain forms of business organization.
2. Proceed various types of business organizations.

**Course Description**

Study meaning and importance of business, forms of business organization, general management and using technology in proceeding business, ethics and quality of business man, exchange system, resource, business support institute, relation between business and conditions of economics and social of county .

**Course Descriptions**  
**Core Vocational Courses**



**2201-1001 Using Word Processing Program****2 (3)****Course Objectives**

1. To understand word processing program.
2. To gain skills in using word processing program.
3. To be aware of the importance of word processing program.

**Course Standards**

1. Explain meaning, function and components of word processing program.
2. Use menu in processing program to create and edit documents .
3. Type documents by using word processing program.

**Course Description**

Study and practice about meaning and importance of word processing program practice typing and manage typing text in various forms , recording, printing document by printer.

**2201-1002****Basic Accounting 1****3 (4)****Course Objectives**

1. To gain knowledge and understand principles methodology and steps in creating account for single proprietorship of service business.
2. To gain skills of practicing basic accounting according to general basic accounting for single proprietorship of service business.
3. To gain habits of tidiness, carefulness, punctual and have positive attitude in accounting.

## **Course Standards**

1. Understand principles, methodology and steps in accounting for single proprietorship of service business.
2. Record business transaction in daily book, two - columns cashbook and posting transactions to ledger.
3. Make six-column sheets and financial report .
4. Close entries when periodic inventory.

## **Course Description**

Study meanings and objectives of accounting, use of accounting data, assumption according to the principle of accounting , meaning of assets, liabilities and owner's equity, equation of account and balance , business transaction analysis, recording of purchasing and sales according to double accounting of single proprietorship of service business in daily sheet and posting transactions to ledger, trial statement, 6 –columns sheets, closing entries, financial statement, and concluding of account circuit .

## **2201-1008 Basic Accounting 2**

**3 (4)**

## **Course Objectives**

1. To gain knowledge and understanding about principles, methodology and steps of creating account for single proprietorship of trading business.
2. To gain skills to practice basic accounting according to general accounting for single proprietorship of goods trading business.
3. To gain habit of tidiness, carefulness, punctual and have positive attitude in accounting.

## **Course Standards**

1. Understand principles, methodology and steps of creating account for single proprietorship of goods trading business.
2. Record business transaction in specific daily book and posting transactions to related ledger.
3. Record editing business transaction when periodic inventory.
4. Make eight-column sheets and financial report.
5. Closing entries when periodic inventory.

**Course Description**

Study meaning of goods, recording goods items in basic record notebook and posting transactions to ledger, editing item when periodic inventory, closing entries ,eight-columns sheets, income statement and balance sheet, and concluding of account circuit.

**2201-1004****Sales 1****3 (3)****Course Objectives**

1. To understand basic knowledge of sales, types of sales, knowledge about products, enterprise, customers, competitors and sales technique.
2. To understand basic sale technique.
3. To gain skills in sale career.
4. To be aware of the importance of sale career.

**Course Standards**

1. Explain the importance of sales, marketing ideas.
2. Tell types and characteristics of sales.
3. Identify products, enterprise, customers, competitors.
4. Tell qualification and ethics of salesman.
5. Explain opportunities and progress of salesman career.

**Course Description**

Study the importance of sales, ideas of marketing types of sales, knowledge about products, enterprise, customers, competitors and sales technique, qualifications and ethics of salesman, opportunity of salesman, technology related to sales work.

**2201- 1005****Thai Typing 1****2 (4)****Course Objectives**

1. To gain knowledge and understanding in Thai typewriter.
2. To gain skills in typing fluently.

3. To gain skills in repairing typewriter and maintenance.
4. To have positive attitudes and good habit in typing.

### **Course Standards**

1. Name parts of typewriter and maintenance.
2. Type fluently.
3. Calculate words.

### **Course Description**

Study and practice about parts of Thai typewriter, create a good technique to type fluently, maintenance of type writer and repairing, study about keyboard, typing fluently and calculation words.

**2201-1006**

**Thai Typing 2**

**1 (3)**

### **Course Objectives**

1. To gain knowledge and understanding in formats of typing.
2. To gain skills in typing and correction mistakes.
3. To gain skills in repairing typewriter and maintenance.
4. To have positive attitude and good habits of typing.

### **Course Standards**

1. Name formats of typing works.
2. Type and correction.
3. Calculate words.

### **Course Description**

Study and practice about formats of typing work , correction of mistakes in typing, typing fluently to increase speed, accuracy and word calculation.

**2201-1007**

**English Typing1**

**1 (3)**

**Course Objectives**

1. To gain knowledge and understanding about English typewriters.
2. To gain skills in typing fluently.
3. To gain basic skills in repairing typewriter and maintenance.
4. To have positive attitude and good habits in typing.

**Course Standards**

1. Name components and the maintenance of typewriters.
2. Type fluently.
3. Calculate words.

**Course Description**

Study and practice components of English typewriters, creating techniques in typing fluently, typewriter maintenance and basic repairing, keyboard studying, typing fluently and word calculation method. .

**2201-1008**

**English Typing 2**

**1 (3)**

**Course Objectives**

1. To gain knowledge and understanding in forms of typing.
2. To gain skills in typing and correcting mistakes.
3. To gain skills in typewriter repairing and maintenance.
4. To have positive attitude and good working habits in typing.

**Course Standards**

1. Name forms of typing .
2. Type and correct mistakes.
3. Calculate words.

## **CourseDescription**

Study and practice various types of typing forms, correction mistakes in typing, typing, typing fluently to increase speed, accuracy and words calculation method.

**2201-1009                      Thai Typing by Computer 1                      2 (4)**

## **CourseObjectives**

1. To understand components and maintenance of micro computers.
2. To understand features and forms of Thai computer keyboard.
3. To gain skills in keyboard control.
4. To hold habits and enhance moral, ethics, positive attitudes in using computer.

## **CourseStandards**

1. Name computer components and maintenance.
2. Type fluently.
3. Word calculation.

## **CourseDescription**

Study and practice components of micro computers and maintenance , features and forms of Thai language computers, sitting position, hand position, pressing keyboard, typing fluently and word calculation.

**2201-1010                      Thai Typing with Computer 2                      1 (3)**

## **CourseObjectives**

1. To understand components and maintenance of micro computers.
2. To gain skills in typing fluently ,accurately and fast.
3. To gain skills in typing and correction mistakes.
4. To hold habits and enhance moral, ethics, positive attitudes in using computer.

## Course Standards

1. Name typing forms.
2. Type and correct mistakes.
3. Word calculation.

## Course Description

Study and practice typing forms, improving speed skill and accuracy, calculation of speed and accuracy, be able to select package programs as a media to practice typing to get fluent.

**2201-1011**

**English Typing by Computer 1**

**1 (3)**

## Course Objectives

1. To understand components of micro computers and maintenance .
2. To understand features and forms of English computer keyboards.
3. To gain skills in keyboard control.
4. To hold habits and enhance moral, ethics, positive attitudes in using computer.

## Course Standards

1. Name computer components and maintenance.
2. Type fluently.
3. Word calculation.

## Course Description

Study and practice components of micro computers and maintenance , features and forms of Thai language computers, sitting position, hand position, pressing keyboard, typing fluently and word calculation.

**2201-1012**

**English Typing by Computer 2**

**1 (3)**

**Course Objectives**

1. To understand components and maintenance of micro computers.
2. To gain skills in typing fluently , accurately and fast.
3. To gain skills in typing and correction mistakes.
4. To hold habits and enhance moral, ethics, positive attitudes in using computer.

**Course Standards**

1. Name typing forms.
2. Type and correct mistakes.
3. Work calculation.

**Course Description**

Study and practice typing forms, improving speed skill and accuracy, calculation of speed and accuracy ,be able to select package programs as a media to practice typing to get fluent.

**2201 - 1013**

**Basic Accounting for The Blind**

**3(5)**

**Course Objectives**

1. To gain knowledge in general accounting principles.
2. To gain understanding in accounting forms.
3. To summarize the results of balance account and business status.
4. To gain skills in account improvements.
5. To summarize the result of business.
6. To realize the importance of basic accounting.

**Course Standards**

1. Explain accounting principles and forms of recording account .
2. Summarize the results of accounting balance and business status.
3. Analyze trading, property exchange, liabilities, and capitals.
4. Skills in accounting improvement.



## **Course Description**

Study and practice meanings and objectives of accounting, advantages of accounting data, accounting hypothesis, trading analyze, assets exchange, liabilities, income owner, expenditure, category and numbering of account.

## **2201 - 1014      Recording and Voice Paraphrasing      2 (4)**

### **Course Objectives**

1. To gain basic knowledge in using recorder and voice paraphrase machines.
2. To record and paraphrase messages from recorders.
3. To arrange messages paraphrased from recorder machine accurately .
4. To correct messages paraphrased from recorders machine and calculate true words.
5. To apply the knowledge gained for career.

### **Course Standards**

1. Record and paraphrase voice messages in different forms.
2. type and arrange messages paraphrased from recorders machine correctly.
3. Calculate true words.

## **Course Description**

Study and practice records, components of recorders and voice paraphrase machines, techniques in using tape recorders and voice paraphrase machine, message forms, produce works by computers for the blind, and true word calculation by voice computers for the blind.

## **2201-1015      Consumer Economics      2 (2)**

### **Course Objectives**

1. To understand economic units, and economic systems.
2. Be able to plan for financial distribution to buy products and service efficiently.
3. To apply to use in daily life.
4. To realize the importance of loan for customers, saving, and investment.

## **Course Standards**

1. Explain economic units and economic systems.
2. Select to buy products and services and loan for consumers.
3. Plan for financial distribution, saving, and investment.
4. Analyze economic problems and resolutions.

## **Course Description**

Study economic need and necessity, economic units, economic system, consumers duties, products and services provided to consumers by business and states , consumer protection, principles to buy specific products and services, considering of loans for consumers, plan of financial distribution, saving, investment, assurance and life assurance, economic problems of consumers and resolution.

## **2201-1016 Introduction to Economics**

**2 (2)**

## **Course Objectives**

1. To know fundamental of economic.
2. To understand structures of economic system.
3. To gain knowledge about demand, supply and balance price.
4. To be able to apply economic theory to daily life.
5. To realize the importance of economic study.

## **Course Standards**

1. Explain fundamental of economic and structure of economic system.
2. Understand demand, supply and balance price.
3. Apply economic principles in daily life.

## **Course Description**

Study and practice about economics, economic system, demand, supply, fixing the balance price, consumer behaviors, production theory, markets in economic system, national income, inflation, deflation, economic circle, balance of trade and payment, economic development, economic structure problems and resolutions.

**2201-1017****Business Law****2 (3)****Course Objectives**

1. To gain knowledge and understand in business law .
2. To realize the importance and outline of law and contracts.
3. To apply to solve law problems in daily life and in business career.

**Course Standards**

1. understand the important law related to business.
2. understand steps of law in proceeding business.

**Course Description**

Study and practice about individual contract of trading, barter, give, lease, installment, employ, warrant, mortgage, pledge.

**2201-1018****Business Document****2 (2)****Course Descriptions**

1. To gain knowledge and understand characteristics and forms of business documents.
2. To gain skills in using business document correctly and properly to the nature of business.
3. To hold working habits with tidiness.

**Course Standards**

1. Explain forms of business documents.
2. Use business document properly.

**Course Description**

Study meaning, importance and advantage of business documents, finance documents, trading documents, transport document, assurance documents, stocking document, import-export document, and the relation between business document and technology.

**2201-1019**

**Manners and Social Intercourse**

**2 (4)**

### **Course Objectives**

1. To realize the value and importance of social intercourse.
2. To act and present good courtesy in social intercourse.
3. To keep good culture and tradition.

### **Course Standards**

1. Tell meaning and importance of social intercourse.
2. Act and present good courtesy in social intercourse.

### **Course Description**

Study meaning and importance of social intercourse, having conversations, dressing up, good courtesy in social intercourse, having meal, manner in a reception party, improvement your self, and appropriate behaving in different chances.

**2201-1020**

**General Law**

**2 (3)**

### **Course Objectives**

1. To gain knowledge and understanding in meaning, history, and category of Thai law.
2. To gain understanding of the scopes of using Thai law.
3. To realize the importance of Thai law, practice themselves to be under law for being good citizen.
4. To be able to use law in solving problems in daily life and business career.

### **Course Standards**

1. Understand the principles of main Thai law .
2. Understand steps and scopes of Thai law implementation.
3. Apply the knowledge of business law to proceed business and daily life.

## **Course Description**

study meanings and sources of law, types of law, history of Thai law , scopes of law implementation, The beginning and the end of law implementation, lawyer, constitution law, royal act, royal enactment , royal decree, ministerial regulation, local law, civil law about personnel property, juristic act, liabilities and contract.

**2201-1021**

**Labor Law and Social Security**

**2 (3)**

## **Course Objectives**

1. To gain knowledge and understanding in making employment contract according to civil law.
2. To know the right of protection in labor protection law.
3. To know the right of protection in relation labor law.
4. To know the right of protection in social security law.
5. To be able to apply to solve problems in daily life and business career.

## **Course Standards**

1. Understand civil law about labor contract.
2. Explain the right of labor protection in labor law, relation labor law and social security law.

## **Course Description**

Study about civil law about employment contract, study labor protection law and ministerial regulation or ministerial announcement relate to labor protection law, study relation labor law and social security law.

## **2201-1022 Enterprise Establishment and Intellectual Property Law 2 (2)**

### **Course Objectives**

1. To gain knowledge and understanding in commercial register.
2. To gain knowledge and understanding in establishment of enterprises, factories.
3. To gain knowledge and understanding about intellectual property law.
4. To gain knowledge about punishment in related law.
5. To gain knowledge and understanding in added value and specific business.
6. be able to apply in solving legal problems in daily life and business career

### **Course Standards**

1. Understand procedures of commercial register, partnership company register.
2. Understand procedures of enterprise establishment.
3. Understand intellectual property law, copyright, trade mark

### **Course Description**

Study about commercial register, partnership company register, enterprise establishment, factory establishment, intellectual property law, copyright, trademarks, regulations in related law including value added tax and specific business.

**Course Descriptions**  
**Accounting Specialization**

**2201-2101****Accounting for Bills****3(3)****Course Objectives**

1. To possess knowledge and understanding about principles and procedures of accounting task operations on bills.
2. To possess skill in performing basic accounting conforms to the principles of accounting which is generally accepted for bills.
3. To possess habit, disciplinary, tidiness, carefulness, tolerance, responsibilities in task performing and good attitude towards accounting profession.

**Course Standards**

1. Understand the principles and procedures of accounting task operations on bills.
2. Enter journals of on receivable and payable bills.
3. Enter inventory in sub-cash book.
4. Conduct balance accounts to identify total deposits.

**Course Description**

Study and practice about the meaning and types of bills, calculate the deadline of payback and interests. Enter journals of of bills, registry book on bills. The adjusting and closing of accounts involves interests on bills in the deadline accounts. Enter journals of on endorsement in transferring the bills. The on sale bills and unreliable bills.

Study and practice about the meaning and types of cheque. Contacting banks and the lists involving cheques. Enter journals of depositions and withdrawals. The system of sub-cash and conduct balance accounts of total deposits.

**2201-2102****Accounting for Partnerships****3(4)****Course Objectives**

1. To possess knowledge and understanding about principles and procedures of accounting task operations for partnership transactions.
2. To possess skill in accounting task operations conforms to the principles of accounting which is generally accepted for partnership transactions.
3. To possess habit, disciplinary, tidiness, carefulness, tolerance, responsibilities in task performing and good attitude towards accounting profession.



## **Course Standards**

1. Understand the principles and procedures of accounting task operations on partnership.
2. Enter journals of partnership business.
3. Conduct balance sheet for partnership business.
4. Settle the account of partnership business.

## **Course Description**

Study and practice about the meaning and partnership business and the establishment, types of partnerships and the differences assigned by civil and commercial and partnership laws, Enter journals of opening account, the dividend of profit and lost, Enter journals of fix and interchange cost, the conducting of balance sheet conforms to the laws, partnership tax, recruitment of new membership, resigned or dead membership, the termination of business and the settling accounts of legal entity partnerships.

**2201-2103**

**Accounting for Company Limited**

**3(4)**

## **Course Objectives**

1. To possess knowledge and understanding about principles and procedures of accounting task operations on company limited and public company limited.
2. To possess skill in performing basic accounting tasks conforms to the principles of accounting which is generally accepted for company limited and public company limited.
3. To possess habit, disciplinary, tidiness, carefulness, tolerance, responsibilities in task performing and good attitude towards accounting profession.

## **Course Standards**

1. Understand the principles and procedures of accounting task operations on company limited and public company limited.
2. Enter journals of company limited and public company limited.
3. Conduct balance sheet for company limited business and public company limited.
4. Settle account of company limited and public company limited.

## **Course Description**

Study and practice about the meaning and the differences between company limited and public company limited briefly, the distribution of capital shares and the registration of share holders, enter journals of true value distribution, over value and lower value of public company limited, expenses on the establishment of company limited. The confiscation of shares, conduct balance sheet of balance sheet conforms to the laws, the allocation of profits, reserve profit conforms to the laws and other reservation, the increasing and decreasing capitals of the company limited, the discontinuing of company limited and the account settlement of company limited, the correction of errors of accounts.

Study and practice about loan shares of company limited and public company limited.

## **2201-2104          Accounting for Hire Purchase and Installments          3(3)**

### **Course Objectives**

1. To possess knowledge and understanding about principles and procedures of accounting task operations on hire purchase and instalments.
2. To possess skill in performing basic accounting conforms to the principles of accounting which is generally accepted for hire purchase and instalments.
3. To possess habit, disciplinary, tidiness, carefulness, tolerance, responsibilities in task performing and good attitude towards accounting profession.

### **Course Standards**

1. Understand the principles and procedures of accounting task operations on hire purchase and instalments.
2. Enter journals of hire purchase and instalments.
3. Conduct financial reports.

### **Course Description**

Study and practice the hire purchase and instalments, exchange merchandise, the confiscation of merchandise, instalment interests, the profit and lost balance sheets of hire purchase and instalments, the instalment purchasing the instalment purchasing interests.

**2201-2105****Single Account Systems and Merchandise****3(3)****Course Objectives**

1. To possess knowledge and understanding and able to compare disadvantage and advantage involving principles and procedures of accounting task operations between single and dual accounting systems and the process of task operating on merchandise.
2. To possess skill on the accounting task operations both controlling and auditing operations in larger scale.
3. To possess habit, disciplinary, tidiness, carefulness, tolerance, responsibilities, good attitude towards accounting profession and vocational ethics.

**Course Standards**

1. Compare the principles and practice procedures between single and dual accounting systems, enter journals of the business.
2. Calculate assets, liabilities of the owners, receivable and payable conforms to the single account systems.
3. Conduct financial report conforms to the single account system.

**Course Description**

Study and practice about the balance of monetary status, the calculation of profits or lost conforms to the single account systems, the calculation of total purchases, the calculation of total sells, the calculation of incomes and expenses, the primary rate of profits, the calculation by applying primary rate profits, profit-lost balance sheet, deficiency of single account system

Study and practice about product controlling systems by conducting the book keeping conforms to the accounting standards, stock checking on the mandate, estimate the value of the remaining the inventory of periodic and perpetual products.

**2201-2106          Accounting for Joint Ventures and Consignments          3(4)****Course Objectives**

1. To possess knowledge and understanding about the principles and procedures of accounting task operations on the joint venture and consignments.
2. To possess skill in performing basic accounting conforms to the principles of accounting which is generally accepted for the joint venture and consignment business.
3. To possess habit, disciplinary, tidiness, carefulness, tolerance, responsibilities in task performing and good attitude towards accounting profession.

**Course Standards**

1. Understand the principles, methods, and consequences of accounting for the joint venture and consignments.
2. Enter journals of the joint ventures and consignment business.
3. Calculate profits and lost of the joint venture and consignment business.
4. Conduct financial reports of the joint venture and consignment business.

**Course Description**

Study and practice about the account of the joint venture and consignment business by means of each partner enter journals of his own accounts, the method of using separate account books, the calculation of profits and lost prior the ending of joint venture business, the adjusting and closing accounts in the accounting mandate, the closing of account when the joint venture business is ended.

Study and practice about the consignments, the method of delivery and receiving consignment products, trial money on liabilities between the consignments and consignmentees, profit-lost balance sheet, balance sheet, enter journals.

**2201-2107****Accounting for Industry and Certify System****3(3)****Course Objectives**

1. To possess knowledge and understanding about the principles and procedures of accounting task operations on industrial business.
2. To possess skill in performing basic accounting conforms to the principles of accounting which is generally accepted for industrial business.
3. To possess habit, disciplinary, tidiness, carefulness, tolerance, responsibilities in task performing and good attitude towards accounting profession.

**Course Standards**

1. Understand the principles, methods, and consequences of the industrial business journal entry.
2. Enter journal inventory on the account books about production cost.
3. Conduct production cost and financial reports.
4. Understand the method of conducting and filing certificates.
5. Enter journals of certify records and the records of cheque distributions.

**Course Description**

Study and practice about the characteristic of industrial business compare to the purchasing products for sells, the factors of production cost, the receiving and distributing of raw materials, conduct the record of wages, withholding tax, the expenses in production, the recording of inventories produced, cost accounting of production, the calculation of the cost, finished products, documentation, the adjusting and closing accounts, the balance cost of production and the financial balance.

Study and practice about the characteristic of certify systems, the conducting and filing certificates, the inventory entry in the account books.

### Course Objectives

1. To possess knowledge and understanding about the principles and procedures of accounting task operations on accounting for legal personal tax.
2. To possess skill in on the accounting task operations of accounting for legal personal tax conforms to the principles of accounting which is generally accepted and legal measurements.
3. To possess habit, disciplinary, tidiness, carefulness, tolerance, responsibilities and good attitude towards accounting profession and vocational ethics.

### Course Standards

1. Understand the principles, methods of legal personal income tax, withholding tax, value added tax and specific business.
2. Calculate net profits for legal personal income tax.
3. Calculate value added tax and enter in the account books.
4. Conduct reports on purchase tax, reports on sell tax and reports of merchandise and raw materials.
5. Fill in the tax form

### Course Description

Study and practice about the person to pay the legal personal income tax from the net profits, the differences of the profits in the account and net income to pay tax, incomes and expenses which are to calculate for net profit to pay legal personal income tax, the calculation of the half and the whole year for paying tax from net profits, the filling in tax form and the journal entry in the account books.

Study and practice about the authorized person of withholding tax, the issue of certificate on withholding tax, documents and the transferring of money from withholding tax.

Study and practice about the person to pay value added tax and specific business, the tax exempted persons, purchase and sell taxes, base and rate tax, document of tax certification, the designs and administer of report on purchase tax, report on sell tax, report on products and raw materials, the entry in the account books.

### **Course Objectives**

1. To collect the knowledge and understanding about operating documents, principles and procedures of accounting task operations on service business, purchasing and selling goods and industries both in the form of family business and partnership and company limited.
2. To possess skill in on the accounting task operations of accounting for personal tax conforms to the principles of accounting which is generally accepted, ready for task operations in the accounting profession.
3. To possess habit, disciplinary, tidiness, carefulness, tolerance, responsibilities and good attitude towards accounting profession and vocational ethics.

### **Course Standards**

1. Understand the principles, methods of the cycle of accounting task operations and the management of accounting document for each type of business.
2. Conduct appropriate accounts for each type of business.
3. Conduct financial report conforms to accounting law.

### **Course Description**

Study and practice about the designs of business, the cycle of accounting task operations, the registration of business, the managing of document involves the establishment and business transactions.

Study and practice about the document and the classification of document used in journal entry, the analysing of inventory from the document, conducting accounts of different types as demonstrative case, the conducting of the financial balance conforms to commercial law, the submission of the declaration form of various type of taxation to the excise department, the submission of annual budget to the commercial ministry.

**2201-2110****Accounting with Computers****3(3)****Course Objectives**

1. To collect knowledge and understanding about commercial documents, principles and procedures of accounting task operations on business in which applying accounting software.
2. To possess skill in on the accounting task operations by computers conforms to the principles of accounting which is generally accepted, ready for accounting task operation in accounting profession.
3. To possess habit, disciplinary, tidiness, carefulness, tolerance, responsibilities and good attitude towards accounting profession.

**Course Standards**

1. Understand the principles, methods and the procedures of accounting task operations by applying accounting application software or space sheet software.
2. Conduct book keeping and issues financial reports by applying accounting application software or space sheet software.

**Course Description**

Study and practice about journal entry by application software used in business and issue financial reports of purchasing and selling business and servicing tasks by using application and space sheet software.

**2201-2111****Personal Income Tax****2(3)****Course Objectives**

1. To possess knowledge and understanding about principles, the methods of calculation and the submission procedures of personal income tax.
2. To possess skill in operating tasks about personal income tax conforms to the law.
3. To possess habit, disciplinary, tidiness, carefulness, tolerance, responsibilities, punctuality, good attitude towards accounting profession.



## **Course Standards**

1. Understand the principles, the method of calculation and the step of the submission of personal income tax.
2. Fill in the declaration form for personal income tax form

## **Course Description**

Study and practice about the person to pay estimable income tax and the exemption of estimable income, the deduction of expenses, subsidy, the calculation of tax in progressive rate and the calculation from the receivable from the rate of 0.005, tax credit, the dividend or the profit dividend, taxation for general partnership and the party of people who are not legal entities.

Calculating task operation of personal income tax and the filling in various forms of personal income tax and withholding tax.

**2201-2112**

**Accounting for Special Affairs**

**3(3)**

## **Course Objectives**

1. To possess knowledge and understanding about the principles, procedures of accounting task operations on the business of private schools, clubs, association, private sectors and farmers.
2. To possess skill in accounting task operations on special affairs in various characteristics and be able to apply for daily life.
3. To possess habit, disciplinary, tidiness, carefulness, tolerance, responsibilities in task performing and good attitude towards accounting profession.

## **Course Standards**

1. Understand the principles, the method and accounting methods of private schools, clubs, association, private sectors and farmers.
2. Enter journals of private schools, clubs, association, private sectors and farmers.
3. Conduct financial reports of private schools, clubs, association, private sectors and farmers.

### **Course Description**

Study and practice about the account of special affairs of private schools, clubs, association, private sectors and farmers.

**2201-2113**

**Accounting for Merchandise**

**3(3)**

### **Course Objectives**

1. To possess knowledge and understanding about principles, procedures of accounting task operations on merchandise.
2. To possess skill in accounting task operations on both controlling and auditing the increasing performance.
3. To possess habit, disciplinary, tidiness, carefulness, tolerance, responsibilities and good attitude towards accounting profession and vocational ethics.

### **Course Standards**

1. Understand the principles, the method and the procedures of task operations on merchandise.
2. Enter journals of the deadline and perpetual merchandise.
3. Calculate the cost of remaining merchandise by each method.

### **Course Description**

Study and practice about the controlling system of merchandise by conducting accounts conforms to standard accounting, stock checking of the remaining merchandise on the balance date, the estimating of the remaining merchandise, the journal entry of periodic and perpetual merchandise.

**2201-2114**

**Accounting for Industries**

**3(3)**

### **Course Objectives**

1. To possess knowledge and understanding about the principles and procedures of accounting task operations on industrial business.
2. To possess skill in performing basic accounting conforms to the principles of accounting which is generally accepted for industrial business.
3. To possess habit, disciplinary, tidiness, carefulness, tolerance, responsibilities in task performing and good attitude towards accounting profession.

## **Course Standards**

1. Understand the principles, methods, and accounting operation procedures of industrial business.
2. Enter journals of the production cost.
3. Conduct the production capital balance and financial reports.

## **Course Description**

Study and practice about the characteristic of industrial business compare to the purchasing products for sells, the factors of production cost, the receiving and distributing of raw materials, the conducting for records for wages, withholding tax, the expenses in production, production entry, cost accounting of production, the calculation of the cost of finished products, documentation, the adjusting and closing account, the balance cost of production and the balance of capital.

**2201-2827**

**English for Accountant**

**2(3)**

## **Course Objectives**

1. To possess knowledge and understanding about the terms and expressions used in accounting.
2. To possess language skills in accounting.
3. To possess good attitude towards using English in accounting tasks.

## **Course Standards**

1. Apply English involves accounting and computer operation tasks.
2. Surfing information from the internet and corresponds electronic mail.

## **Course Description**

Practice terms, expressions, structures used in accounting tasks, reading wanted advertising writing application letters, writing resume, job interview, applying English involves computer tasks. Surfing information from the internet and corresponds electronic mail.

**Course Descriptions**  
**Selling Specialization**

**2201 - 2201****Selling2****3(3)****Course Objectives**

1. To understand basic selling technique.
2. To have the skills in selling career.
3. To be aware of the importance of selling career.

**Course Standards**

1. Explain the importance and selling technique.
2. Make plan to approach customer appropriately.
3. Present and demonstrate selling efficiently.
4. Answer the objections; close selling.
5. Bring technology to use in presenting selling.

**Course Description**

Study and practice about a; seek for customer; prepare before approaching; approaching; present selling and demonstrate; face the objections; close selling; follow up selling; after sale service and using modern technology in concerning selling.

**2201 - 2202****Retailing and wholesaling****3(4)****Course Objectives**

1. To know and understand wholesale, retail selling procedure principle in the form of store.
2. To be able to join idea of wholesale, retail selling with small business running.
3. To know the regulation of wholesale, retail selling according to the government law.
4. To see the way in earning a living as a sale representative or business owner and to have good attitude in wholesale, retail selling career.

### **Course Standards**

1. Fix the idea in wholesale, retail selling and small business.
2. Run wholesale, retail selling in the form of store.
3. Do wholesale, retail selling according to the law regulation.

### **Course Description**

Study and practice about the career in wholesale, retail selling setting and budgeting for procedure; kinds of wholesaling and retailing store; location; goods buying principle; controlling goods in stock ; setting the price of retailing and wholesaling; follow the law of retailing and wholesaling store trade mark register.

**2201 - 2208**

**Direct sales**

**3(4)**

### **Course Objectives**

1. To know and understand direct sales business process features various forms of
2. To have the skills and to be able to bring this knowledge into direct sales practice morally
3. To build morality and good attitude toward direct sales

### **Course Standards**

1. Tell the features of direct sales procedure in the various forms.
2. Introduce and demonstrate direct sales products efficiently.
3. Do direct sales career with good attitude and morality.

### **Course Description**

Study and practice about basic knowledge of direct sale market conditions; knowledge of direct sales and direct markets; kinds of direct sale business; selling plan; customer target selection selling methods; selling techniques; qualification of direct sale representatives; selling evaluation and morality in direct sale career.

**2201 - 2204****Small business Running****3(4)****Course Objectives**

1. To know and understand features and various forms of business organization
2. To know and understand the procedure in setting business.
3. To know about the documents for permission and registration
4. To know about franchise; location; source of money and market for small business.

**Course Standards**

1. Write completes the form of business register permission
2. Select the location for small business and source of money.
3. Write small business market plan
4. Set activity for selling mix.

**Course Description**

Study and practice of the meaning, feature and various forms of small business; the document for permission, lengthen a time limit, trademark register and commercial: meaning of franchise, location of small business; source of money and market for small business.

**2201 - 2205****Advertising****3(5)****Course Objectives**

1. To obtain knowledge about innovation, meaning and the objectives of advertising
2. To connect the idea of advertising and selling that are using in business.
3. To understand about the advertising media selection directed to the target groups.
4. To see the value and importance of advertising

### **Course Standards**

1. Explain the meaning, importance and the sorts of advertising
2. Select advertising media suitably with the target groups.
3. To bring the new technology to apply in advertising media morally.

### **Course Description**

To study and practice about the meaning and importance of advertising; sort of advertising; pictorial mind media; advertising media; shop decoration; advertisement follow-up and evaluation; decorating the career of advertisement; the personal consciousness of the career and bringing the new technology to apply in advertisement.

**2201 - 2206**

**Display of the Products**

**3(6)**

### **Course Objectives**

1. To gain knowledge and understanding the importance, the process, goods display in a shop
2. To be able to apply the knowledge for using in daily life.
3. To gain the skill for work creation to attract the customers.
4. To be aware of the importance of goods display.

### **Course Standards**

1. Explain the objectives and importance of goods display.
2. Plan and provide the material for goods display economically.
3. Display the goods at selling site.

### **Course Description**

To study and practice about the meaning and importance of display, sorts of display; goods display plan; goods display principle material used for goods display; the expense and useful goods display and follow-up evaluation of goods display; the values of display and the following of display products.



**2201 - 2207****Marketing Information****3(4)****Course Objectives**

1. To gain knowledge in types of marketing data.
2. To understand the steps of marketing data finding data.
3. To gain skill in marketing data process easily.
4. To be aware of the importance of management for marketing data.
5. To be aware of the importance of marketing data finding data.

**Course Standards**

1. Tell the meaning importance of marketing data and effective factors to business.
2. Explain the method of finding marketing data and grouping data for making decision for gain.
3. Create the questionnaire in finding various types of marketing data.

**Course Description**

Study and practice about the meaning and importance of marketing data; effective factors to business types of marketing data; practice about the methods to find the marketing data; grouping data; source data and bringing data for making decision.

**2201 - 2208****Sales Promotion****3(4)****Course Objectives**

1. To gain knowledge and understanding of sale promotion.
2. To be able to select the form of sale promotion in suitable way.
3. To gain skills in see the value and have good attitude for sales promotion.
4. To be aware of importance of sale promotion.

**Course Standards**

1. Tell the meaning importance and the objectives of sale promotion.
2. Create the activities used in sales promotion directed to consumer, to retailer and to seller.
3. Evaluate sale promotion and suggest sales promotion problem solving methods.

**Course Description**

Study and practice about meaning and importance of sales promotion. To study the objectives about sales promotion; sales promotion activities; sales promotion directed to consumer, to retailer and to seller; evaluate sales promotion problems and difficulties.

**2201 - 2209****Assurance****3(4)****Course Objectives**

1. To gain knowledge about assurance.
2. To gain skill about assurance and to be select assurance suitably and to have good attitude toward assurance.
3. To be able to evaluate the expense of taking assurance and to link the idea of assurance sale.

**Course Standards**

1. Tell the meaning importance, history and the objective of assurance.
2. Explain the types of assurance in Thailand.
3. Explain the step and how to of sell assurance.
4. Explain the types of business that should assure; assurance company selection.

**Course Description**

To study and practice about the meaning and importance of assurance, history, objective, and types of assurance in Thailand; assurance seller's characters; assurance selling and taking method types of business that should assure; assurance company selection; follow-up and evaluate assurance sale; study assurance sale example.

**2201 - 2210****Commercial Art****3(4)****Course Objectives**

1. To gain knowledge about character and personal consciousness of salesman
2. To be able to gain skill to apply in daily life and sale career.
3. To gain skill writing sales talk and for sale to be able to sale efficiently.
4. To be aware of and see the importance of commercial art.

**Course Standards**

1. Describe the theory of sale and sale technique.
2. Write selling plan and write sales talk
3. Write sales report and prepare sales document.
4. Explain sell personal development for selling and sales career morality.

**Course Description**

Study and practice about sales theory, technique; write selling plan, sales talk and presentation, sales report, sales document and self-development for selling career and morality.

**2201 - 2211****Product and service distribution****3(3)****Course Objectives**

1. To gain knowledge and understanding about distribution's chance.
2. To have skills in distribution's chance stipulation
3. To be aware of the importance and applying in a career.





**Course Standards**

1. Tell the method of purchasing' s rules and purchasing' s response.
2. Tell the method of controlling the cargo, fund management, purchasing contract.
3. Choose technology to apply for purchasing.

**Course Description**

Study and practices about purchasing method of purchasing rules, purchasing' s response, controlling the cargo, fund management, purchasing contract and apply technology for purchasing.

**221 - 225****Packing****2(4)****Course Objectives**

1. To obtain knowledge of packing' s principal and packing' s design.
2. To be able choose materials to make utensil appropriately.
3. To obtain knowledge of packing' s law.
4. To be able making a models.

**Course Standards**

1. Design packing and survenir.
2. Separate types qualities of material, security and economize in production.
3. Tell the method of packing transportation, sale and consumption.
4. Describe about packing' s law and making a models.

**Course Description**

Study and practices about importance and duties of packing principal and design packing and survenir, types qualities of material, security and economize in production, transportation, sale and consumption, packing' s law and making a models.

**2201 - 2216****Vehicle for transportation****2 (4)****Course Objectives**

1. To obtain knowledge of sign and symbol traffic, laws and rules in driving
2. To gain understanding about method in driving
3. To promote a positive habit regularly in driving
4. To be able plan the goods delivery, service in right time and complete.
5. To be aware of the importance of responsibility, discipline, to build morality in share street.

**Course Standards**

1. Tell the qualities of a candidate for driving license, the method to make driving license.
2. Practice skill in driving on the any condition
3. Tell the way to solve the problem when has the emergency Ex. An accident.
4. Tell the right of officer according to Land transport Act.
5. Tell the gain matter of motor insurance Act.

**Course Description**

Study and practices skill about qualities of a candidate for driving license, types of driving license, driving' s training and driving' s practice, the method to make driving license, car checking before run, maintenance, the method to save the energy, trick when driving, driving in any condition, the way to solve the problem when has the emergency, safety belt, load according to Land transport Act, the right of officer according to Land transport Act, motor insurance Act, sign and symbol traffic and plan the goods delivery, service in right time and complete.

**2201 - 2217****Basic principles of Cooperative****2 (3)****Course Objectives**

1. To understand the principles of cooperative
2. To know the steps and methods of cooperative
3. To develop skills in cooperative work
4. To be aware of the importance and good attitude towards cooperative system

**Course Standards**

1. Explain cooperative structure and setting
2. Work correctly towards cooperative principle.
3. Explain various laws of cooperative.

**Course Description**

Study and practice about cooperative of local problem solving cooperative setting and procedure; cooperative asset finding; cooperative law, problems and obstacle of Thai cooperatives.



**Course Descriptions**  
**Business Computer Specialization**

**2201 - 2401                      Computer and Basic Operating Systems                      2(4)**

**Course Objectives**

1. To gain knowledge about principles and basic knowledge of computer components.
2. To gain understanding about definition, functions and importance of operating systems.
3. To gain skills in using basic operating system programs.
4. To gain skills in using utility programs.
5. To gain habits and to promote morals, ethics and positive value in using computers.

**Course Standards**

1. To explain definition, components and working systems of a computer.
2. To explain definition and importance of work of operating systems.
3. To practice using operating system program commands.
4. To practice using utility programs.

**Course Description**

Computer components; principles of computer operation and peripheral devices; data recording medias; definition and functions of operating systems; types of operating system programs; application of operating system and utility programs.

**2201-2402                      Computer Mathematics                      2(2)**

**Course Objectives**

1. To gain knowledge about principles of numeric systems, base number systems, Boolean algebra, linear algebra and matrix theory.
2. To gain skills in computer mathematical calculation.
3. To gain understanding about the relation between mathematics and computer operating procedures.
4. To gain habits of well-ordered working.

**Course Standards**

1. To calculate using base numbers, Boolean algebra, linear algebra and matrix theory.
2. To explain the relation between computer mathematics and computer operating procedures.

**Course Description**

Numeric systems; base number systems; linear algebra and matrix theory; computer and base numbers; logics and computer; principles of computer calculation

**2201-2403**

**Ethics in Computer Related Occupations**

**2(2)**

**Course Objectives**

1. To gain understanding about roles and importance of computer related occupations.
2. To be aware of the value of computer uses.
3. To enhance good manners and to create reliability in doing duties.
4. To gain habits and to promote morals, ethics and positive value in computer related occupations.

**Course Standards**

1. To explain the roles, importance and value of computer related occupations
2. To create appropriate manners for computer related occupations.

**Course Description**

Roles, responsibilities, expected morals and ethics in computer related occupations; manners and reliabilities in doing duties; positive attitudes towards computer related occupations.

**2201-2404****Job Table Program Usage****2(4)****Course Objectives**

1. To gain knowledge about definition and importance of job table programs.
2. To gain skills in inputting data, arranging data display formats and filing data.
3. To gain knowledge about principles of correcting and improving data.
4. To gain skills in creating calculation formulas and functions.
5. To gain understanding about procedures of data calculating and report writing using various types of diagrams.
6. To gain understanding about principles of bringing data from files to printers.
7. To gain habits, and to promote morals, ethics and positive value in using computers.

**Course Standards**

1. To explain definition, functions and components of job table programs.
2. To practice inputting data and arranging each type of data formats.
3. To display data output through monitors and printers.
4. To store and use data.
5. To create simple statistical formula and function packages for calculation.
6. To write reports using tables and diagrams.

**Course Description**

Basic usage of job table programs; components of job table programs; data format input and arrangement; creating formulas and using calculation functions; data adaptation and correction; database management in job tables; report design using texts and diagrams; data analysis; creating pivot tables; creating basic macros.

**2201-2405****Database Program Usage****2(4)****Course Objectives**

1. To gain knowledge about definition, and importance of database.
2. To gain understanding about characteristics of relational data.
3. To gain understanding about types of database programs.
4. To gain skills in using database programs.
5. To gain habits and to promote morals, ethics and positive value in using computers.

**Course Standards**

1. To explain definition, functions and component of database programs.
2. To use database programs in filing, searching and managing data.
3. To use database program commands to make small database management programs.

**Course Description**

Definition and advantages of database; selection of appropriate database programs relevant to types of work; filing data with data tables; inputting and correcting data tables; searching data; creating relations between data files; creating data filling forms; writing reports; basic database programming

**2201-2406****Data Presentation Program Usage****2(4)****Course Objectives**

1. To gain understanding about roles and importance of data presentation.
2. To obtain principles and procedures of presentation by using presentation programs.
3. To gain skills in using presentation programs.
4. To gain habits and to promote morals, ethics and positive value in using computers.

**Course Standards**

1. To explain definition and importance of data presentation in business works.
2. To explain definition, functions and components of data presentation programs.
3. To use data presentation programs to present business data.

**Course Description**

Definition and importance of data presentation, principles of job design for presentation, presentation program application.

**2201-2407**

**Applied Word Processing Programs**

**1 (2)**

**Course Objectives**

1. To be able to apply word processing programs to various works.
2. To be aware of using applied word processing programs.
3. To gain habits and to promote morals, ethics and positive value in using computers.

**Course Standards**

1. To explain forms of various documents.
2. To apply word processing programs to production of various types of documents.

**Course Description**

Formats of official documents; paragraph writing; business letters; circulation letters; practice in typing various formats of documents, tables, name cards, brochures, advertisement leaflets, certificates, congratulation cards, forms and addressing envelopes.

**2201-2408****Published Media Production****2(4)****Course Objectives**

1. To gain knowledge about types of published medias.
2. To gain understanding about published media production procedures.
3. To gain skills in designing and arranging published media pages.
4. To gain skills in using packages for published media production.
5. To gain habits and to promote morals, ethics and positive value in using computers.

**Course Standards**

1. To explain definition, types and procedures of published media production.
2. To design and arrange pages of published medias by computer packages.

**Course Description**

Definition and types of published medias; roles of published medias; desktop publishing format arrangement; selection of fonts, colors, pictures and picture types; producing published medias and arranging pages by computer packages.

**2201-2409****Electronic Data Processing****2(2)****Course Objectives**

1. To gain understanding about definition of electronic data processing.
2. To gain understanding about sequences of electronic data processing.
3. To gain understanding about principles of data processing control.
4. To apply knowledge about processing devices.
5. To gain habits of well-ordered working.

**Course Standards**

1. To explain definition and importance of electronic data processing.
2. To explain sequences of electronic data processing.
3. To describe characteristics of various types of data files.
4. To describe characteristics of data processing.

**Course Description**

Definition and importance of data processing; evolution of data collection; needs of data inside and outside business organizations; data paths; data processing sequences; various methods of data processing; data processing devices; updating grouping sequencing mixing calculating storing and searching data; application of data processing outputs.

**2201-2410****Principles of Programming****2(4)****Course Objectives**

1. To gain skills in analyzing algorithms for simple problem solving.
2. To gain understanding about programming steps and methods for problem solving.
3. To gain skills in making flowcharts.
4. To gain skills in writing pseudo-codes from flowcharts.
5. To design and develop small programs.
6. To gain habits of well-ordered working.

**Course Standards**

1. To explain definition and importance of programming principles.
2. To analyze steps and methods of problem solving by computers.
3. To use flowcharts and pseudo-codes in programming.
4. To design small programs.

**Course Description**

Principles, steps and methods of problem analysis programming; working procedures of RAM; logics and sets; logics and problem solving by computers; making flowcharts and writing pseudo-codes; small program design and development.



**2201-2411                      Programming by Text Mode Operating System                      2(4)****Course Objectives**

1. To analyze sequential problem solving methods and to design simple programs.
2. To gain understanding about commands, structures and grammar of computer languages.
3. To be able to synthesize language program commands into desirable programs effectively and correctly.
4. To be able to program text and graphic modes.
5. To be able to program data file management.
6. To gain habits and to promote morals, ethics and positive value in using computers.

**Course Standards**

1. To analyze sequential problem solving methods by computers.
2. To make commands of program languages into desirable languages.
3. To program texts and graphics.
4. To program data file management.

**Course Description**

Students are able to select to study one of the following languages:

1. C language
2. Pascal language
3. Basic language
4. Others based on organization needs.

The course must cover the following topics: sequence analysis; problem solving methods; designing structures and formats of programs relevant to problem solving methods; language structures and grammar; command selection relevant to sequential, selective and circulating formats of problem solving methods; programming texts and graphics; creating and processing sequential and randomized data files.

## **2201-2412 Programming by Graphic User Interface (GUI) Operating System 2(4)**

### **Course Objectives**

1. To gain understanding about commands, structures and grammar of computer languages.
2. To analyze sequential problem solving methods and simple program design.
3. To be able to synthesize commands of language programs into desirable programs effectively and correctly.
4. To be able to program data file management.
5. To gain habits and to promote morals, ethics and positive value in using computers.

### **Course Standards**

1. To analyze sequential problem solving methods by computers.
2. To synthesize devices and commands of program languages into desirable languages.
3. To program data file management.

### **Course Description**

The students are able to select to study one of GUI language programs. The course must cover the following topics: analysis of sequential problem solving methods; designing output display and user contact; using program devices; structures and grammar used in writing commands; synthesizing devices and commands into desirable programs; creating data file management programs.

## **2201-2413 Computer Application to Statistical Work 2(4)**

### **Course Objectives**

1. To gain understanding about data collection and preparation procedures for basic statistical data processing.
2. To be able to record and correct prepared statistical data in computer systems.
3. To be able to use commands in computer packages to process basic statistical data.
4. To be able to write statistical data processing reports in text and diagram formats.
5. To gain habits and to promote morals, ethics and positive value in using computers.

**Course Standards**

1. To explain the sequences of data collection and preparation for statistical processing
2. To apply descriptive statistical processing programs.
3. To write statistical data reports in text and diagram formats.

**Course Description**

Basic descriptive statistical calculation; data collection procedures; examining data correctness; preparing data for recording in computer systems; recording and correcting data by statistical packages or job table programs; application of data processing commands; writing statistical reports in text and diagram formats.

**2201-2414****Webpage Design****2(4)****Course Objectives**

1. To gain understanding about procedures and structures of basic webpage operation
2. To gain understanding about structures and grammar of programs and languages or webpage design and device usage procedures.
3. To be able to design and fix on necessary components of a webpage correctly and appropriately.
4. To gain skills in using language programs or computer packages for webpage design
5. To gain habits and to promote morals, ethics and positive value in using computers.

**Course Standards**

1. To explain definition and grammar structures of webpage design
2. To design components of a webpage.
3. To create a webpage using language programs or packages.

**Course Description**

Students are able to select to study one of the following languages or programs:

1. HTML
2. XML
3. JAVA
4. PHP
5. Website design packages, based on needs of each organization

The course must cover the following topics: webpage operating systems; Hyper Link systems; basic webpage design; creating a webpage by language programs or packages; examining webpage operation; uploading a webpage.

**2201-2415**

**Basic Network System**

**2(4)**

**Course Objectives**

1. To gain understanding about network systems and to be able to apply them
2. To gain habits and to promote morals, ethics and positive value in using computers.

**Course Standards**

1. To explain definition, importance and types of network system operation
2. To apply network systems to search data

**Course Description**

Definition of network systems; network types; standards of network system connection; practicum in network system connection; application of network operating systems; practicum in sending and receiving data by networks; network system administration; internet systems.

**2201-2416**

**Basic Hardware and Utility**

**2(4)**

**Course Objectives**

1. To gain knowledge about computer hardware components.
2. To be able to select appropriate components for computer assembling
3. To be able to install operating systems and application programs.
4. To be able to apply utility programs to solve computer problems.
5. To be able to maintain a computer.
6. To gain habits and to promote morals, ethics and positive value in using computers.

**Course Standards**

1. To explain the operations of computer components.
2. To prepare devices for computer assembling
3. To assemble a computer.
4. To install operating system and application programs.
5. To solve computer operation problems by utility programs.

**Course Description**

Components and operations of computer devices; component selection; computer assembling; installing operating system and application programs; problem solving by utility programs; computer maintenance.

**2201-2417**

**Practicum in Computer services**

**3(6)**

**Course Objectives**

1. To gain knowledge about running small computer business.
2. To gain skills in computer related careers.
3. To gain habits and to promote morals, ethics and positive value in using computers.

**Course Standards**

1. To explain types and formats of small business.
2. Create computer related careers.

**Course Description**

Computer related careers; running small computer business with prior knowledge of document production, webpage development, computer and system maintenance, etc.

**2201-2418****Office Technology****2(4)****Course Objectives**

1. To gain understanding about formats and roles of modern office.
2. To gain understanding about modern office operation systems.
3. To gain understanding about roles of information technology in offices.
4. To gain skills in using modern technologies in offices.
5. To gain habits and to promote morals, ethics and positive value in using computers.

**Course Standards**

1. To explain definition and roles of technologies in modern offices.
2. To apply technologies in office works.

**Course Description**

Modern office formats; roles of offices; operation circles in modern offices; roles of information technology in offices; practicum in using office technologies to send and receive data; digital data storage system; data processing

**2201-2419****Graphic Program Usage****2(4)****Course Objectives**

1. To gain understanding about principles of operation and computer graphic displays.
2. To gain skills in using graphic programs.
3. To gain habits and to promote morals, ethics and positive value in using computers.

**Course Standards**

1. To explain definition, operation principles and displays of computer graphics.
2. To apply computer graphic programs.

**Course Description**

Computer graphic theories; principles of Vector and Raster Graphics, types and characteristics of graphic files; differences between 2Ds graphics and others; using Vector and Raster graphic creation programs.

**2201-2825****English for Computer****2(3)****Course Objectives**

1. To gain knowledge and understanding about English terms and idioms used in computers.
2. To gain skills in using English in computer operation
3. To be aware of the importance of using English for computer works.

**Course Standards**

1. To practice using English commands and programs.
2. To correspond with others by e-mails.

**Course Description**

Vocabularies, idioms and language structures used by computer operating systems; practicum in using language concerning commands, programs, internet network systems and e-mail correspondences.

# **Extracurricular Activities**



**2002- 001****Activities for Rover Scouts 1**

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**(2)Course Objectives**

1. To provide knowledge and promote the skills of good disciplines, patrol system, being leaders and followers, and team work.
2. To promote moral, ethics and self- discipline and the ability to apply for daily life.

**Course Standards**

1. Be discipline.
2. Be leaders and followers.
3. Be able to work as a team
4. Be moral and ethics.

**Course Description**

Perform any activities concerning process of scouts and other rites of scouts; giving vows and rules; skills concerned Rover scouts.

**2002- 002****Activities for Rover Scouts 2**

- (2)

**Course Objectives:**

1. To provide knowledge and promote the skills of thinking, analysis, planning and evaluation.
2. To promote public service.

**Course Standards:**

1. Be able to analyse, plan, perform and evaluate work.
2. Offer public service.

**Course Description:**

Practice of writing project and follow it according the curricular of Rover scouts at least 2 projects.

**2002- 0003- 0006          Vocational Organization Activities 1-4          - (2)**

**Course Objectives:**

1. To promote the ability to plan the project, write a report with recommendation, summarize the activity of the organization, evaluate the results of contests/ competitions of activities organized.
2. To promote the responsibility, good personality, to the nation, religious and King and, help the society; good personality, and join the activities of other people, know how to earn and save, being good leader and follower.
3. To promote the ability to hold activities for the important days, activities for learning guides an careers, vocational skilled competitions; and attend the activities organized by the vocational organization both in and foreign countries.

**Course Standards:**

1. Be royal to the nation, religious and the king
2. Offer public service.
3. Be able to earn and save.
4. Be a leader and follower.
5. Be able to work with others in activities under the activities of organization.

**Course Description**

Perform the activities of the vocational organization according to the program learned, being flexible in each semester; guidelines and conditions as well as the suitability of each college to achieve the course objectives when graduation.

**2002-0007-0012          Other Activities (by the workplace/colleges)          - (2)**

**Course Objectives**

1. To promote the responsibility and punctuality.
2. To promote the royalty to the nation, religious and the king
3. To promote good personality, moral and ethics at the workplace and daily life.

### **Course Standards**

1. Be responsible and punctual.
2. Be royal to the nation, religious and the king.
3. Be moral and ethics at the workplace and daily life.

### **Course Description**

The workplace/schools organizes activities according to the suitability and conditions to develop the student' habits to achieve the course objectives.