

**HONG KONG  
ADVENTIST COLLEGE**



**BULLETIN  
2017 – 2018**

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## CONTACT INFORMATION

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### ADMINISTRATION

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Academic Dean 3727 – 0114  
Business Manager 3727 – 0118  
Dean of Students 3727 – 0119  
Registrar 3727 – 0111

### DEPARTMENT CHAIR

Business 3727 – 0111  
Diploma in Pre-University Studies 3727 – 0120  
General Education 3727 – 0120  
Health 3727 – 0134  
Nursing 3727 – 0140  
Psychology 3727 – 0135  
Religion 3727 – 0189

### SERVICES

Accounting Office 3727 – 0116 (Student Finance)  
3727 – 0117 (Accounting)  
Alumni Affairs 3727 – 0280  
Bayview Church 2719 – 6177 ; 3727 – 0181  
Cafeteria 3727 – 0282  
Chaplaincy 3727 – 0266  
Health Education Centre 2623 – 0216 ; 3727 – 0280  
IT / Computer Lab 3727 – 0144 ; 3727 – 0286  
Library 3727 – 0272  
Maintenance 3727 – 0289  
Men's Dormitory 3727 – 0192  
Recruitment 3727 – 0161  
Women's Dormitory 3727 – 0191

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## **ACCREDITATIONS**

### **ADVENTIST ACCREDITING ASSOCIATION OF SCHOOLS AND UNIVERSITIES OF THE SEVENTH-DAY ADVENTIST CHURCH (AAA)**

Hong Kong Adventist College, under the Seventh-day Adventist Schools Organization (Hong Kong) Limited, is accredited by the Adventist Accrediting Association (AAA) of Schools and Universities of the General Conference of Seventh-day Adventists in Washington DC, USA.

### **HONG KONG COUNCIL FOR ACCREDITATION OF ACADEMIC & VOCATIONAL QUALIFICATIONS (HKCAAVQ)**

The Diploma of Pre-University Studies is accredited by Hong Kong Council for Accreditation of Academic & Vocational Qualifications (HKCAAVQ).

## **REGISTRATION**

### **EDUCATION BUREAU OF HONG KONG AND NON-LOCAL COURSES REGISTRY**

Hong Kong Adventist College is registered as a post-secondary institution with the Education Bureau of Hong Kong (Registration Number: E.D. 1/28221/60). The Andrews University affiliated programs Bachelor of Arts in Religion (Registration No. 261684), Bachelor of Science in Health and Fitness (Registration No. 261895), and Bachelor of Science in Psychology (Registration No. 261680) are registered under the Non-local Course Registry as non-local bachelor degrees.

## **AFFILIATIONS**

### **COMMISSION OF NORTH CENTRAL ASSOCIATION OF COLLEGES AND SCHOOLS**

Through an affiliation with Andrews University, the curriculum and programs of Hong Kong Adventist College are accredited by the Commission of North Central Association of Colleges and Schools (NCACS), one of six regional accrediting bodies in the United States.

Hong Kong Adventist College has an affiliation with Andrews University in Michigan, USA. Andrews University has approved the Bachelor of Arts in Religion, Bachelor of Science in Health and Fitness, and Bachelor of Science in Psychology curricula, and their related general academic programs at Hong Kong Adventist College. This affiliation makes it possible for Hong Kong Adventist College students to obtain a bachelor's degree in the above-mentioned majors from Andrews University while studying at Hong Kong Adventist College. Andrews University is accredited by the North Central Association of Schools and Colleges.

Andrews University validates the curricula and the academic programs at Hong Kong Adventist College included in this Bulletin. As an outgrowth of this affiliation, students may

complete all four years of work towards a Bachelor's Degree at Hong Kong Adventist College and obtain a U. S. transcript and degree from Andrews University. In addition, upon request, the student may receive a corresponding diploma from Hong Kong Adventist College.

## **ADDRESS & CONTACT INFORMATION**

### **Andrews University**

8903 U. S. Highway 31  
Berrien Springs  
MI 49104 – 0074  
United States of America

Telephone: (269) 471 – 7771  
Fax: (269) 471 – 6900  
Email: enroll@andrews.edu

## **MEMBERSHIPS**

### **ASSOCIATION FOR THEOLOGICAL EDUCATION IN SOUTHEAST ASIA (ATESEA)**

Hong Kong Adventist College is currently a member of the Association for Theological Education in Southeast Asia. This agency is the largest accrediting agency for theological education in Southeast Asia with 65 member institutions.

### **ENGLISH LANGUAGE PARTNERSHIP**

#### **Test of English as a Foreign Language Internet-based Test (TOEFL iBT)**

Granted the Certificate of Authorization (STN11852A) by Education Testing Services (ETS) in 2008, Hong Kong Adventist College is one of the centres for the delivery of ETS's Internet-based tests in Hong Kong.

TOEFL iBT is used to measure candidate's ability to use and understand English at the university level. It is recognized by more than 8000 colleges, universities, and agencies in more than 130 countries. TOEFL iBT is only conducted on Sundays in HKAC centre.

#### **International English Language Testing System (IELTS)**

Hong Kong Adventist College is officially granted the British Council of Hong Kong IELTS Partner Agent on 10 January 2011. IELTS is used as English language proficiency assessment recognized by over 6,000 organizations worldwide including universities, employers, professional bodies, immigration authorities and other government agencies. IELTS is accredited by OFQUAL, the government's regulator for examinations in England, and its counterparts in Wales and Northern Ireland.

#### **Scholastic Assessment Test (SAT)**

Hong Kong Adventist College was registered as the centre for SAT in 2008 to accommodate students in the English Secondary School section who are interested to pursue their studies in the United States of America. SAT which was designed to test general reasoning skills of college-bound students based on the knowledge and skills developed throughout high school consists of Writing, Critical Reading, and Mathematics.

## OUR HISTORY

The educational program conducted by Seventh-day Adventists in China had its beginning in the south. In 1903 the Church opened its first school taught in Chinese. This school was conducted especially for girls and was called "**The Bethel Girls' School**". Miss Ida THOMPSON acted as the first principal.

Shortly after, Pastor Edwin Hymes WILBUR established the "**Yick Chi Boys' School**". However, because of some difficulties, this school was closed down after several years of operation. It was reopened in 1915 under the direction of Pastor A. L. HAM, and renamed "**Sam Yuk School**". This name in later years became prominently identified with Seventh-day Adventist education throughout Asia.

This first Sam Yuk School prospered. As a result, suitable ground was purchased in the eastern part of the city of Guangzhou. In 1922 a school was erected. As soon as the new buildings were ready for occupancy, the Bethel Girls' School and Sam Yuk School were incorporated as a part of the new co-ed system known as "**Sam Yuk Middle School**". With the beginning of the Sam Yuk School in 1915, the educational work of Seventh-day Adventists in China followed somewhat the same pattern as those conducted in the United States and Europe, catering specifically to the education of Seventh-day Adventist children. Following this plan, the Sam Yuk Middle School served the Guangzhou, Hakka, and Guangxi Missions in the South China region.

In 1935 the South China Union Mission at its biennial session voted to take over the direction of the Sam Yuk Middle School and to rename it "**South China Training Institute**". It was further voted that the school would serve the provinces of Guangdong, Guangxi, and Fujian.

Following the rise of turmoil in China as a result of the Sino-Japanese War in 1937, the school was moved to Hong Kong and temporarily established in Shatin in the New Territories. During this time, the China Training Institute (Junior College) from Central China was also moved to the same quarters and the school was given the double name, "**The China and South China Training Institute**". Soon after this, 40 acres of land was purchased at Clear Water Bay, Kowloon, Hong Kong. Two years later after the buildings were completed, the school was moved to the present site.

When World War II was over, the school first operated at its former site in the district of Tung Shan in Guangzhou and remained there for one year. Then, in December 1947 the school moved back to Clear Water Bay, Hong Kong. Though the school from its inception had to make frequent moves as a result of calamities of war, God's hand was constantly over the school. In 1958 when the need was felt for further training opportunities for Seventh-day Adventist youth, the Far Eastern Department of Seventh-day Adventists (renamed in 1995 as the Asia-Pacific Department) authorized the South China Island Union Mission to open a college to be operated in connection with the secondary school on the campus at Clear Water Bay. A college curriculum was introduced in 1962 and the school name was officially changed to "**South China Union College**" in 1964.

In 1981 the constituency of the South China Island Union Mission officially divided South China Union College into two institutions and adopted the name of "**Hong Kong Adventist College**" to identify the college program as a separate entity from the secondary program of Sam Yuk Middle School. The College was subsequently registered with and approved by the Education Department of Hong Kong.

## DATE CHART HISTORY

- 1903 *The Bethel Girls' School* opened in Canton.
- 1905 *The Yick Chi Boys' School* was also opened.
- 1914 Bethel Girls' School was relocated at Tung Shan (Canton), and renamed **Canton Middle School (Cantonese Intermediate School)**.
- 1915 After being closed for a time, The Yick Chi Boys' School reopened as the **Sam Yuk School**.
- 1917 The Canton Middle School and Sam Yuk School moved to the east side of Guangzhou.
- 1922 The Canton Middle School and Sam Yuk School merged and became the **Sam Yuk Middle School**.
- 1935 The South China Union Mission took over the direction of the Sam Yuk Middle School and renamed it **China Training Institute**.
- 1937 The China Training Institute moved to Shatin, Hong Kong, and joined the China Training Institute (Junior College) from Central China and was named **South China Training Institute**.
- 1939 The South China Training Institute moved to new facilities at Clear Water Bay in September.
- 1942 The South China Training Institute moved to Laolong, Guangdong Province.
- 1946 The South China Training Institute moved to Tung Shan (Canton).
- 1947 The South China Training Institute moved back to Clear Water Bay and was renamed **South China Union Academy**.
- 1949 The South China Union Academy was renamed **South China Island Union Academy**.
- 1953 The General Conference authorized the South China Island Union Academy to have a two-year post-secondary school.
- 1958 The South China Island Union Academy name was changed to **South China Union College**.
- 1969 The General Conference authorized the South China Union College for four-year post-secondary work leading to the Bachelor of Theology degree.
- 1972 South China Union College was combined with Taiwan Missionary College to form a new school, **South China Adventist College**.
- 1976 South China Adventist College was separated from Taiwan Adventist College.
- 1981 South China Island Union Mission officially divided the college into two separate



- entities - **Hong Kong Adventist College (HKAC)** for the college program and **Sam Yuk Middle School** for the secondary school program.
- 1982 HKAC implemented affiliation with Loma Linda University.
- 1995 The College began a major redevelopment program to be completed in 1997.
- 1997 The building program was completed - Sam Yuk Middle School moved to the new classroom building in December.
- 1998 HKAC offered a new program for the Secondary 6 students - Hong Kong Advanced Level.
- 1999 HKAC was affiliated with Walla Walla College and received accreditation by the Northwest Association for Schools and Colleges.
- 2000 HKAC was registered with the Non-local Courses Registry in Hong Kong to operate the Walla Walla College affiliation programs.
- 2006 The Sam Yuk Health Education Center established.
- 2007 The Sam Yuk Middle School was phased out and the English Secondary Section program was launched in its place.
- 2007 HKAC was affiliated with Andrews University in the Bachelor of Arts in Religion Degree.
- 2008 HKAC was affiliated with Andrews University in the Bachelor of Science in Psychology Degree.
- 2008 HKAC acquired the status of a TOEFL center and a SAT center.
- 2009 HKAC was affiliated with Andrews University in the Bachelor of Science in Health Degree.
- 2009 HKAC affiliated with Griggs University to offer a Bachelor of Science in Business Management Degree.
- 2010 The Education Bureau of Hong Kong approved the proposal to establish Hong Kong Adventist Academy.
- 2011 HKAC accepted the offer as an IELTS Partner Agent for the British Council, Hong Kong.
- 2011 HKAC's application to offer Associate in Business Degree was approved and the program accredited by the Hong Kong Council of Academic Accreditation and Vocational Qualifications.
- 2011 Hong Kong Adventist Academy opened for primary and secondary instruction.
- 2012 HKAC's application to offer Diploma in Pre-University Studies was approved and the program accredited by the Hong Kong Council for Academic Accreditation and

Vocational Qualifications.

- 2014 Phased out of Associate in Business Degree Program.
- 2014 Opening of Fitness Centre.
- 2014 The operation of Chinese Adventist Seminary (former named “Griggs University Asia”) moved from Chinese Union Mission to HKAC under the supervision of HKAC.
- 2015 Re-accreditation of Diploma in Pre-university Studies approved by the Hong Kong Council for Academic Accreditation and Vocational Qualifications.
- 2017 HKAC signed a Memorandum of Understanding with Eureka College, IL, USA to start Student Exchange Program and Study Abroad Program.

# OUR MISSION AND PHILOSOPHY

## MISSION

Preamble: In the spirit of Adventist education, Hong Kong Adventist College promotes life-changing experiences for its students in the greater Chinese society by supporting them in

**S**earching for truth and knowledge

**T**raining them to be responsible leaders and citizens

**E**ngaging God in relationships and in deeds

**P**racticing healthy lifestyles

Together we can **STEP** forward to serve.

## VISION

Hong Kong Adventist College is an accredited, private non-profit SDA educational institution where Christian educational professionals meet to make it a learning and training center, and a place for appreciation for Chinese and English languages and cultures, health and gospel ministry.

## VALUES

Excellence, truth, obedience, honor, integrity, purity and unselfish service.

## PHILOSOPHY

Hong Kong Adventist College offers a Christian education based on the following philosophy of the nature of God, man, and truth:

God is the origin of all truth, the prime mover of all human affairs, the Creator of life, form, thought, knowledge, reason, order, harmony, and beauty. He, the sustainer of the universe, is absolute, unchanging, and infinite. Yet, as the embodiment of life, He is intimately interested in each individual in a personal way and in the affairs of the entire human race.

Man is God's unique creation. He was made originally in His image, and was good and perfect in His sight. As a result of sin, man has inherited a tendency to evil. Though influenced by the forces of his heredity and environment, he is capable, through the help of God and the exercise of his own free will, of restoration to his original God-like state of being.

Truth embodies the knowledge of God. Therefore, the search for truth dominates our endeavor. We hold that truth is, consequently, consistent with God's revelation and God's standards at all times. Man's capacity to understand truth, while limited and even perverted by the entrance of sin, still may, with God's help, expand to pursue truth as it widens with every conquest of new frontiers.

The faculty is a group of scholars seeking truth. The College is also a learning environment designed and organized to assist people, who, responding to the call of God for service, seek to prepare themselves for the task of the gospel commission.

Consequently, the College is not necessarily confined by walls or fences, or even to a specific geographic location; it reaches out to the constituency, to people who value its expertise and its services.

Knowledge and reality are tangible conceptualizations of truth and may be acquired through logic, human experience, and divine revelation. To be meaningful, however, knowledge must be rediscovered by each learner through study, through the use of the senses, and through mental organization of the facts, concepts, and thought systems surrounding truth. True knowledge is the understanding of reality, which comes from the reordering of facts, skills, applications, and evaluations within the Divine perspective.

The work of education is comprehensive and far-reaching. In terms of redemption, it is synonymous with restoring in man the image of his Maker, the image lost when the human race fell into sin. Education is an environmental influence, emancipating men from ignorance, defeat, and fear and endowing him with the ability to know, to understand and apply; to analyze, and synthesize—in a word, to evaluate wisely and to function comfortably in the context of society's demands. To be educated means to be able to master oneself, to be selfless, and to be humble, flexible, polite, morally pure, ethical, and sensitive, so that the person becomes disciplined, self-fulfilled, and balanced. The work of education is practical, preparing students for this earthly life where they may function effectively in their chosen occupational and living environments and for the greater joys of heavenly life.

The immediate task of the College is to foster an atmosphere for learning that follows the purposes and principles of Seventh-day Adventist education. The latter allows for spiritual, intellectual, and physical growth. Youth educated in this institution are expected to have a clear understanding of themselves as persons, to develop a mature understanding of life, to learn well the professional skills of at least one academic discipline, to acquire sufficient vocational and communication skills needed to earn a living, and to have a thorough understanding of the culture in which they live.

This development of the whole person, mentally, physically, and spiritually, is implicit in "Sam Yuk" which is found in the Chinese name of the College. A "Sam Yuk" education includes the following general objectives and methods of implementation:

## **1. MENTAL**

Students acquire knowledge, skills, and attitudes to pursue their chosen careers, avocations, and interests in order to meet the needs of society and the church. In the process of learning, students are encouraged to aim for excellence and to think independently and creatively. In addition, students learn to appreciate their cultural heritage through bilingualism and an understanding of East and West.

Students attend all scheduled classes and may be absent only for excusable reasons. They are encouraged to spend about two hours of study including preparation time for each class period. The general studies requirements, in particular, pursue a broad liberal arts approach in the curriculum.

## **2. PHYSICAL**

Students learn to appreciate the dignity of physical labor and the advantages of acquiring manual skills. Each student has the opportunity to develop habits that promote health and physical fitness.

Students participate in an on-campus service program as community service, and in

physical education courses, which are part of the required curriculum. On campus, they partake in a healthful vegetarian diet provided by the college food service. Students do not use tobacco, alcohol, or other harmful drugs. Of the three weeks of spiritual emphasis that the College has each year, one is related to health.

### **3. SPIRITUAL**

Students are expected to understand Biblical beliefs as understood by Seventh-day Adventists. They learn to make life decisions based on Christian ethics and values. They associate with teachers who demonstrate caring relationships and commitment to service so that students may emulate these traits.

Students attend weekly Chapel periods and the Week of Spiritual or Health Emphasis (aka Gospel Week) every term. As part of their curriculum, they enroll in regular classes in Biblical studies. Dormitory students are expected to attend daily worship services and all students are encouraged to attend spiritual activities such as Sabbath worship services, Wednesday prayer meetings, and Adventist Youth programs.

Accreditation Objectives: In terms of accreditation, the objective of the College is to provide a tertiary program that is accredited and recognized by both church and government organizations. This includes maintenance of the accreditation and recognition by the Adventist Accreditation Association (General Conference of Seventh-day Adventists), the Association of Theological Education in Southeast Asia (ATESEA), and other accreditation bodies. This College continues to seek articulation agreements with universities overseas in order to provide a wider spectrum of education services to our college students.

# ACADEMIC CALENDAR 2017 / 2018

## UNDERGRADUATE CALENDAR 2017-2018

	Su	Mo	Tu	We	Th	Fr	Sa	wk(day)	Academic Events	General Events
AUG 2017	6	7	8	9	10	11	12		Aug 21: Registration day for returning students -AM	
	13	14	15	16	17	18	19		Aug 22: Orientation for New Students -AM	Aug 17: Faculty and Staff Retreat
	20	21	22	23	24	25	26		Aug 22: Registration day for new students -PM	Aug 17: Faculty Report to duty
	27	28	29	30	31				Aug 23: Faculty Development Day	
									Aug 30: FALL CLASSES BEGIN	
SEP 2017						1	2	1(3)		Sep 2: Dedication Service for new school year
	3	4	5	6	7	8	9	2(5)		Sep 6: Opening Ceremony (Chapel)
	10	11	12	13	14	15	16	3(5)	Sep 12: Last day to enter for a class/change	Sep 14: Blood Drive (classes as usual)
	17	18	19	20	21	22	23	4(5)	audit to credit / drop a class without W	
	24	25	26	27	28	29	30	5(5)		Sep 27: Andrews University President Speech (Chapel)
OCT 2017	1	2	3	4	5	6	7	6(3)		Oct 2: The day following National Day
	8	9	10	11	12	13	14	7(5)		Oct 5: The day Following Mid-Autumn Festival
	15	16	17	18	19	20	21	8(4)	Oct 20: Classes suspended	Oct 6-7: Spiritual retreats for student leaders
	22	23	24	25	26	27	28	9(5)	Oct 25: Middle of Fall semester	Oct 9-13: Fall Gospel Week
	29	30	31						Oct 20: Environmental Day	
									Oct 28: Chung Yeung Festival	
NOV 2017				1	2	3	4	10(5)		Nov 8: Mission Emphasis (Chapel)
	5	6	7	8	9	10	11	11(5)		Nov 16: Non Chinese student education fair
	12	13	14	15	16	17	18	12(5)	Nov 20-21: Spring Semester Registration Day	
	19	20	21	22	23	24	25	13(5)	Nov 20-Dec 1: Faculty Instructional Evaluation	Nov 22: Culture Day (Chapel double periods)
	26	27	28	29	30			Nov 27: Last day to withdraw with W		
DEC 2017						1	2	14(5)		Dec 3: Food and Fun Fair & Alumni Day
	3	4	5	6	7	8	9	15(4)	Dec 11: Revision and make up classes	Dec 4: School break following Food and Fun Fair
	10	11	12	13	14	15	16	16(5)	Dec 12-15 & 18-19: FALL FINAL EXAM	Dec 6: Christmas Program (Chapel)
	17	18	19	20	21	22	23	17(2) = 76		Dec 20-22 & 27-29: Christmas break
	24	25	26	27	28	29	30			Dec 25: Christmas Day
	31								Dec 28: The First weekday after Christmas Day	
JAN 2018		1	2	3	4	5	6	1(4)	Jan 2: Fall final grade submission	Jan 1: New Year's Day
	7	8	9	10	11	12	13	2(5)	Jan 2: SPRING CLASSES BEGIN	
	14	15	16	17	18	19	20	3(5)	Jan 15: Last day to enter for a class/change	Jan 17: Art Day (Chapel)
	21	22	23	24	25	26	27	4(5)	audit to credit / drop a class without W	
	28	29	30	31						
FEB 2018					1	2	3	5(5)		Feb 7: Talent Show (Chapel double periods)
	4	5	6	7	8	9	10	6(5)		Feb 14: Adventist Lifestyle Emphasis (Chapel)
	11	12	13	14	15	16	17	7(3)		Feb 16, 17, 19: Chinese Lunar New Year
	18	19	20	21	22	23	24	break		Feb 15 & 20-23: Chinese Lunar New Year break
	25	26	27	28						
MAR 2018						1	2	8(5)		
	4	5	6	7	8	9	10	9(5)	Mar 6: Middle of Spring semester	
	11	12	13	14	15	16	17	10(5)		Mar 19-23: Spring Gospel Week
	18	19	20	21	22	23	24	11(5)	Mar 29: Classes suspended	Mar 29: Recreation Day
	25	26	27	28	29	30	12(3)		Mar 30, 31 & Apr 2: Easter holiday	
APR 2018		1	2	3	4	5	6	break		Apr 5: Ching Ming Festival
	8	9	10	11	12	13	14	12(5)	Apr 9-10: Summer & Fall Registration day	Apr 3, 4, 6: Easter break
	15	16	17	18	19	20	21	13(5)	Apr 9-20: Faculty Instructional Evaluation	
	22	23	24	25	26	27	28	14(5)	Apr 16: Last day to withdraw with W	Apr 24: Blood Drive (classes as usual)
	29	30						Apr 27: Revision and make up classes		
MAY 2018			1	2	3	4	5	15(4)	Apr 30, May 2-4 & 7-8: SPRING FINAL EXAM	May 1: Labour Day
	6	7	8	9	10	11	12	16(3) = 77	May 18: Spring final grade submission	May 9-10: Semester Break
	13	14	15	16	17	18	19	1(2)	May 17: SUMMER CLASSES BEGIN	May 18-20: WK2018
	20	21	22	23	24	25	26	2(4)	May 18: Last day to enter for a class/change	May 22: Buddha's Birthday
	27	28	29	30	31			audit to credit / drop a class without W		
JUN 2018						1	2	3(5)		
	3	4	5	6	7	8	9	4(5)	Jun 6: Middle of Summer semester	
	10	11	12	13	14	15	16	5(5)	Jun 11-15: Faculty Instructional Evaluation	
	17	18	19	20	21	22	23	6(4)	Jun 19: Last day to withdraw with W	Jun 28: Dragon Boat Festival
	24	25	26	27	28	29	30	7(4) = 29	Jun 27, 28: SUMMER FINAL EXAM	Jun 28: Appreciation & Award Dinner
JUL 2018		1	2	3	4	5	6	7	Jul 5: Graduation	Jul 2: The day following HRSAR Establishment Day
	8	9	10	11	12	13	14		Jul 4: Summer final grade submission	
	15	16	17	18	19	20	21		Jul 10: Faculty development day	Jul 11: HKDSE result release day
	22	23	24	25	26	27	28			
	29	30	31							
AUG 2018				1	2	3	4			
	5	6	7	8	9	10	11			
	12	13	14	15	16	17	18		Aug 20-21: Registration day for new students	Aug 20: Faculty Report to duty
	19	20	21	22	23	24	25		Aug 24: Faculty development day	Aug 23: Faculty and staff retreat
	26	27	28	29	30	31		Aug 27: Orientation day for new students -AM		

Issue date: 31 August 2017



## DPUS CALENDAR 2017-2018

	Su	Mo	Tu	We	Th	Fr	Sa	wk(day)	Academic Events	General Events
AUG 2017	13	14	15	16	17	18	19		Aug 22: Orientation for New Students_AM	Aug 17: Faculty and Staff Retreat
	20	21	22	23	24	25	26		Aug 22: Registration day for new students_PM	Aug 17: Faculty Report to duty
	27	28	29	30	31				Aug 23: Faculty Development Day	
SEP 2017						1	2			Sep 2: Dedication Service for new school year
	3	4	5	6	7	8	9	1(5)	Sep 4: FIRST TERM CLASSES BEGIN	Sep 6: OPENING CEREMONY (Chapel)
	10	11	12	13	14	15	16	2(5)		Sep 14: Blood Drive (classes as usual)
	17	18	19	20	21	22	23	3(5)		
OCT 2017	24	25	26	27	28	29	30	4(5)	Sep 29: Last day for admission	Sep 27: Andrews University President Speech (Chapel)
	1	2	3	4	5	6	7	5(3)		Oct 2: The day following National Day
	8	9	10	11	12	13	14	6(5)		Oct 5: The day Following Mid-Autumn Festival
	15	16	17	18	19	20	21	7(4)		Oct 6-7 Spiritual retreats for student leaders
	22	23	24	25	26	27	28	8(5)		Oct 9-13: Fall Gospel Week
	30	31							Oct 20: Classes suspended	Oct 20: Environmental Day
NOV 2017				1	2	3	4	9(5)	Nov 1: Middle of first term	
	5	6	7	8	9	10	11	10(5)		Nov 8: Mission Emphasis (Chapel)
	12	13	14	15	16	17	18	11(5)		Nov 16: Non Chinese student education fair
	19	20	21	22	23	24	25	12(5)		Nov 22: Culture Day (Chapel double periods)
DEC 2017	26	27	28	29	30					
						1	2	13(5)		Dec 3: Food and Fun Fair & Autumn Day
	3	4	5	6	7	8	9	14(4)	Dec 3-15: Faculty Instructional Evaluation	Dec 4: School break following Food and Fun Fair
	10	11	12	13	14	15	16	15(5)		Dec 6: Christmas Program (Chapel)
	17	18	19	20	21	22	23	break		Dec 18-22 & 27-29: Christmas break
24	25	26	27	28	29	30	break		Dec 25: Christmas Day	
	31									Dec 26: The first weekday after Christmas Day
JAN 2018		1	2	3	4	5	6	16(4)		Jan 1: New Year's Day
	7	8	9	10	11	12	13	17(5)		
	14	15	16	17	18	19	20	18(5) = 85	Jan 15-19: FIRST TERM EXAM	
	21	22	23	24	25	26	27		Jan 29: First term exam grade submission	Jan 22-26: First term break
FEB 2018	28	29	30	31					Jan 29: SECOND TERM BEGIN	
					1	2	3	1(5)		Feb 7: Talent Show (Chapel double periods)
	4	5	6	7	8	9	10	2(5)		Feb 14: Adventist Lifestyle Emphasis (Chapel)
	11	12	13	14	15	16	17	3(3)		Feb 16, 17, 18: Chinese Lunar New Year
MAR 2018	18	19	20	21	22	23	24	break		Feb 15, 20-23: Chinese Lunar New Year break
	25	26	27	28						
	4	5	6	7	8	9	10	5(5)		
	11	12	13	14	15	16	17	6(5)		Mar 19-23: Spring Gospel Week
APR 2018	18	19	20	21	22	23	24	7(5)	Mar 29: Classes suspended	Mar 29: Recreation Day
	25	26	27	28	29	30	31	8(3)		Mar 30, 31 & Apr 2: Easter Holiday
	1	2	3	4	5	6	7			Apr 5: Ching Ming Festival
	8	9	10	11	12	13	14	9(5)		
MAY 2018	15	16	17	18	19	20	21	10(5)	Apr 16: Middle of second term	
	22	23	24	25	26	27	28	11(4)		Apr 24: Blood Drive (classes as usual)
	29	30								
			1	2	3	4	5	12(4)		May 1: Labour Day
JUN 2018	6	7	8	9	10	11	12	13(5)		
	13	14	15	16	17	18	19	14(5)	May 14-25: Faculty Instructional evaluation	May 15-20: MUBOCA
	20	21	22	23	24	25	26	15(4)		
	27	28	29	30	31					May 22: Buddha's Birthday
JUL 2018						1	2	16(5)		
	3	4	5	6	7	8	9	17(5)		
	10	11	12	13	14	15	16	18(5)	Jun 14-15, 19-21: SECOND TERM EXAM	Jun 18: Dragon Boat Festival
	17	18	19	20	21	22	23	19(3) = 86		Jun 22-29: Second term break
AUG 2018	24	25	26	27	28	29	30		Jun 25: Second term exam grade submission	Jun 28: Appreciation & Award Dinner
	1	2	3	4	5	6	7		Jul 1: Graduation Ceremony	Jul 2: The day following HRSAR Establishment Day
	8	9	10	11	12	13	14			
	15	16	17	18	19	20	21		Jul 10: Faculty development day	Jul 11: HKDSE result release day
AUG 2018	22	23	24	25	26	27	28			
	29	30	31							
				1	2	3	4			
	5	6	7	8	9	10	11		Aug 20: Registration day for new students	Aug 20: Faculty report to duty
AUG 2018	12	13	14	15	16	17	18		Aug 24: Faculty development day	Aug 21: Faculty and Staff Retreat
	19	20	21	22	23	24	25		Aug 27: Orientation day for new students_AM	
	26	27	28	29	30	31				

Issue date: 31 August 2017

# **STUDENT LIFE**

Student life at Hong Kong Adventist College is designed to help each student understand and appreciate Christianity in the context of a Seventh-day Adventist philosophy of education.

The philosophy aims at facilitating personal growth and maturity. Since character development is the main objective of Christian education, we endeavor to train our students not only in how to acquire knowledge and technical expertise, but also in how to integrate learning into leading a moral life. Thus the College is committed to assisting the student in attaining high moral standards, self-discipline, healthful living, and leadership skills.

The College actively seeks students who are interested in learning from the Bible as the Word of God, participating in worshipping the true God, and desiring to serve in Church and/or society in accordance with God's will.

## **CHRISTIAN COMMITMENT**

The development of the spiritual life of a student is the College's core value. Therefore, spiritual programs for worship and witnessing are vital and regular attendance is expected. As this is a Seventh-day Adventist school, students are expected to respect the Adventist way of life, which emphasizes healthful living and encourages daily devotion and rest and worship on the Sabbath.

## **CHAPEL / ASSEMBLY**

The College conducts weekly Chapel or Assembly. These programs are regarded as a vital part of the total educational process. They address the spiritual and educational needs of the students, promote unity in College life, and provide venues for announcement of events and dealing with general issues of College life. Attendance at these activities is required.

## **SABBATH OBSERVANCE**

Seventh-day Adventists observe Saturday, the seventh day of the week, as God's holy Sabbath day. The purpose of Sabbath observance is a weekly reminder that not human work but God's work is most important to sustain life in this world. The Sabbath is kept from sunset on Friday evening to sunset on Saturday evening. This means the campus community refrains from weekly activities such as work, study, entertainment, amusement, among others. All preparations for the Sabbath such as the cleaning of dormitories or the preparation of clothing are to be completed before the Sabbath begins. All students, staff, and faculty as well as visitors are requested to respect the Sabbath.

## **CHURCH SERVICE**

The Bay View Church of Seventh-day Adventists welcomes students who are interested in church fellowship. In principle, the Church Pastor serves on the faculty of the College. There is a close cooperation between the two institutions in the offering and planning of spiritual activities.

Hong Kong Adventist College considers spiritual services as part of educational training for character development and spiritual growth. Thus, worships are part of dormitory living. Dormitory students are encouraged to participate in prayer meetings, vespers, Adventist Youth meetings, Sabbath school, and Divine Worship which are scheduled by the Bay View Seventh-day Adventist Church.



## **WEEK OF SPIRITUAL OR HEALTH EMPHASIS**

Once per term, the College conducts a week of spiritual emphasis involving a special speaker, prayer bands, and other related activities. These weeks are among the high points in the school calendar.

## **SOCIAL AND CULTURAL EVENTS**

The social and cultural events of the entire year are planned and scheduled in the school calendar. There are a number of formal events each year. These events are designed to help students attain refinement in taste and deportment for social and cultural affairs.

## **RECREATION AND SPORTS**

The College has facilities for recreation and sports. There are a gymnasium, a fitness centre, basketball and volleyball courts, and a play field for football and other events. A paved circular roadway on campus can be used for jogging or walking exercises.

## **STUDENT LIFE COUNCIL**

Students' participation in the affairs of the College is exercised through the Student Life Council. This Council organizes programs and activities that enhance students' intellectual, social, and spiritual development and allows students' input in administrative decisions. Thus, students joining the Student Life Council gain experience, and learn to become leaders.

## **OTHER SPIRITUAL ACTIVITIES**

In addition to the spiritual activities listed above, students may also join the Church choir, singing groups, the Adventist Youth organization, evangelistic efforts, and other witnessing activities. Special training seminars are also held occasionally.

## **PROFESSIONAL CLUBS**

Students may organize extra-curricular clubs after consulting with the Dean of Students. There are dormitory and collegiate musical organizations. In addition, academic clubs, under the direction of the Department Chairs, exist to cater to the interests of students in various curriculum areas.

## **APPEALS**

Students' appeals related to grades, academic programs or degree requirements (e.g. residency requirements, and exemption from courses) and disciplinary matters would be dealt with according to the following procedures:

### **Grade Appeals**

The student should first seek a satisfactory solution through discussion with the instructor. If this is not possible or the instructor cannot be reached, the student must send a written statement detailing the grounds for the appeal to the chairperson of the Department in which the grade was earned. This written request must be received by the Department Chair within seven working days from the date when grades are available. The Department Chair will then initiate the school's procedures to review the appeal. The student will be notified of the decision within five working days. The student may appeal this decision in writing to the Academic Council within seven working days of notification. A completed appeal form along with supporting documents should be submitted to the Registrar at least five working days before each scheduled Academic Council meeting. The Academic Council's decision is final on all grade appeals. All decisions would be sent to the Registrar's Office for verification and record.

### **Appeals of Academic Program or Degree Requirements**

A written petition along with supporting documents should be submitted to Department Chair of the appropriate Department detailing the grounds for the appeal. The Department Chair will respond in writing with a decision. The student may appeal this decision in writing to the Academic Council within seven working days of notification. The Academic Council's decision is final. All decisions would be sent to the Registrar's Office for verification and record.

### **Appeals of Disciplinary Matters**

The student may appeal in writing to the Dean of Students' Council within five working days of notification. A completed appeal form detailing the grounds for the appeal should be submitted to the Dean of Students. The Disciplinary Form is available in the Registrar's Office. The student will be notified of the decision within five working days. The decision of the Dean of Students' Council is final. All decisions would be sent to the Dean of Students' Office for verification and record.

## **GENERAL STANDARDS**

High standards of Christian conduct are expected of every student. These include standards for dress and deportment.

Broadly speaking, students are expected to dress modestly, neatly, and appropriately with no extremes in hairstyles, adornment, or cosmetics that draw undue attention to oneself. Jewelry should not be worn.

The language used on campus should reflect the refinement and usage expected of educated persons.

The literature and reading materials brought on campus should be elevating and inspiring; pornographic materials are not allowed in the College. The music played on campus must also be of a high artistic and moral standard. Loud, distracting music is not acceptable and may lead to the confiscation of the musical instrument or equipment.

Tobacco, alcoholic beverages, illegal drugs, gambling, weapons, or anything else that reflects a violation of the laws of Hong Kong are prohibited; the College will not hesitate to involve the police authorities, if necessary. Failure to abide by these general standards or other regulations as published and announced may result in disciplinary action.

## **HEALTH**

Each student is expected to live according to the principles of health. A balance between study, recreation, work, and other aspects of living is desired.

## **STUDENT HANDBOOK**

Further details of the behavior expected of each student are given in the ***Student Handbook***. Each student is expected to be familiar with these published regulations and guidelines.

# BAD WEATHER ARRANGEMENT

<u>Typhoon</u>	<u>Action to be taken</u>
When Tropical Cyclone Warning Signal <b>No. 3</b> is issued	Classes are to operate as usual unless the EDB advised otherwise.
When Tropical Cyclone Warning Signal <b>Pre-No. 8 / No. 8</b> or above is issued	Classes are to be suspended.
When Tropical Cyclone Warning Signal <b>No. 8</b> or above is replaced by Signal <b>No. 3</b>	Unless previous announcement by the EDB has been made to the effect that classes will be suspended for the entire day, classes are to resume if Tropical Cyclone Warning Signal 3 has been issued by 5:30 a.m.
When Tropical Cyclone Warning Signal <b>No. 3</b> is replaced by Signal <b>No.1</b> or when all signals are cancelled	Classes are to resume with the next session unless previous announcement by the EDB has been made to the effect that classes will be suspended for the entire day.

<u>Rain</u>	<u>Action to be taken</u>
<b>AMBER</b>	Unless the EDB has made special announcement classes are to operate as usual.
<b>RED or BLACK</b>	
(i) Issued before 6:00 a.m.	Classes are to be suspended all day.
(ii) Issued between 6:00 a.m. and 8:00 a.m.	Classes are to be suspended.
(iii) Issued between 8:00 a.m. and 10:30 a.m.	Classes should continue the lessons until the end of the normal school hours and ought to ensure that conditions are safe before allowing students to return home.
(iv) Issued between 10:30 a.m. and 11:00 a.m.	Classes should continue the lessons until the end of the normal school hours and ought to ensure that conditions are safe before allowing students to return home.
(v) Issued between 11:00 a.m. and 1:00 p.m.	Classes should continue the lessons until the end of the normal school hours and ought to ensure that conditions are safe before allowing students to return home.
(vi) Issued after 1:00 p.m.	Classes should continue the lessons until the end of the normal school hours and ought to ensure that conditions are safe before allowing students to return home.

# **STUDENT SERVICES**

## **ACADEMIC ADVISEMENT**

Each Department Chair acts as an academic advisor for students in his or her areas. If a student is undecided as to the choice of major, he or she should consult with the Academic Dean or with the faculty of the Department offering those courses in which the student is most interested.

## **CAREER AND COUNSELING**

Personal and professional counseling is coordinated through the office of the Dean of Students. Should needs arise, the Dean of Students will work closely with Department Chairs and Residential Deans to make referrals and coordinate support for the well-being of students, and even their families. Counseling services is available in our Counseling Service Centre.

## **ORIENTATION**

During the opening days of the school year, an orientation to college life is conducted. This event not only helps students to adjust to the school but also assists school personnel in understanding students' needs. Placement tests in English language ability may be administered at this time.

## **SPIRITUAL ASSISTANCE**

The Church Pastor, the Chaplain, and the Faculty are available for spiritual assistance and counseling. Dormitory students should seek the Residential Deans for their spiritual and personal welfare.

## **FOOD SERVICE**

Balanced vegetarian meals are served in the College cafeteria. The residence fee for dormitory students includes meals in the cafeteria. Day students may eat meals in the Cafeteria at a discounted price.

## **COMPUTER FACILITY**

Two Computer laboratories and a Language laboratory with networked computers are available for students to use. In order to use these computer facilities, each student will receive an account from the Information Technology Manager with the obligation to comply with the computer laboratory use and regulations. Students may also use computer workstations in the library. The Language laboratory is a certified iBT TOEFL exam center in Hong Kong SAR region.

## **DORMITORIES**

A student may apply to reside in the campus dormitory. Since students share furnished rooms, this arrangement allows for social skills development and presents many opportunities for independent as well as cooperative living.

## **HEALTH SERVICES**

Minor health problems are cared for by the school nurse on campus. Referrals can be made, whenever necessary, after initial assessment. The nurse has a list of medical practitioners that students may visit for consultation.

## **LIBRARY**

The College library supports the academic program with a wide variety of educational materials. There are about 50,000 volumes, including a collection of audio-visual equipment and materials, and 105 current periodical subscriptions. Students will find learning materials readily available in the open stacks.

## **PUBLICATIONS**

Students, under faculty sponsorship, are responsible for the publication of the yearbook, the *Clarion*. The Registrar's Office is responsible for the student-faculty directory, *Faces*.

## **COMMUNITY SERVICE**

The College believes in the dignity of labor. Each member of the College is encouraged to participate in community and social service. The College provides activities involving manual labor, community work, or other services programs to develop this concept.

# FINANCIAL INFORMATION

The educational program at the College represents a substantial investment on the part of the Seventh-day Adventist Church. The tuition and fees paid by each student defray only a part of the total cost of instruction. Each year much of the operating cost is provided by generous subsidies from the Church and friends of the College.

It is the policy of the College to keep tuition and all other charges at a minimum. When absolutely necessary, actions deemed will be taken by the Board of Trustees to revise the charges to meet rising costs. The College reserves the right to do this without prior notice.

## RESIDENCE EXPENSES

Monthly residence fees include both food and lodging for those living in a dormitory. A student who enters the dormitory after the beginning of the month will be charged on a daily basis for the portion of the month he or she uses the facility. School and/or public holidays do not affect monthly fee charges.

## PAYMENT

Tuition and residence fees must be paid on the first working day of each month.

An account that is past due will be charged interest at 0.5% per month on any unpaid balance. Any student whose account is past due from the previous year must pay in full before registering for the current school year.

## FEES AND CHARGES

### APPLICATION FEE

Application fee for Diploma in Pre-University Studies program is HK\$50 or HK\$200 for College programs. Application fee is not refundable.

### TUITION FEES

Tuition is usually paid no more than one month before the beginning of each semester. The entire amount may be settled at registration if the student is enrolled into the affiliated program, or monthly installment may be set up if the student is enrolled into the non-affiliated programs. Each semester is approximately 16 weeks, and therefore payment may be settled by 4 equal installments subject to arrangements with the Business Office.

### GRADUATION FEE

A graduation fee of HK\$1,500 for the affiliated programs or HK\$300 for the non-affiliated programs or HK\$100 for Pre-College programs is collected in January of the year of graduation when the student's final year's program has been cleared by the Registrar and Academic Dean, showing that it is possible and reasonable for the student to complete all graduation requirements before the commencement service.

### FOREIGN STUDENT DEPOSIT

A student whose home is not in Hong Kong or Macau is required to pay a Foreign Student Deposit of HK\$5,000 after acceptance. This deposit will be held in trust until the student is

ready to return to his or her homeland after all outstanding school expenses have been covered.

The Foreign Student Deposit will be refunded in full if a student's application for a student visa is denied by the Immigration Department of the Hong Kong Government. If a student decides not to attend for any other reason, a service charge of HK\$1,500 will be deducted.

### **OTHER MISCELLANEOUS FEES (NON-REFUNDABLE)**

Late registration	HK\$ 500
Changes in registration	HK\$ 50
Examination outside of schedule – per examination	HK\$ 500
English Proficiency Test	HK\$ 80
Official transcripts:	
Local address	HK\$ 100
Foreign address	HK\$ 150
Express service (local)	HK\$ 300
Express service (overseas)	HK\$ 450
Replacement copy of diploma	HK\$ 500
Recording fee for:	
Credit by external examination	HK\$ 500
Credit by Proficiency examination	HK\$ 500
Credit by correspondence study	HK\$ 500
Credit for experiential learning	HK\$ 500
Waiver examination	HK\$ 250

### **LATE REGISTRATION**

A student registering after the designated day(s) is charged a late registration fee of HK\$500. A late registrant may be required to take a reduced course load and is responsible for all missed work. No student may register after the first week of a semester.

### **CHANGES IN REGISTRATION TO AUDIT**

A student entering or withdrawing from any subject to “audit” after the “last day to enter any class” as published in the school calendar will be charged a fee of HK\$50 each time.

### **EXAMINATIONS OUTSIDE OF SCHEDULE**

A final examination may be expected in all regular subjects. A student is expected to take final examinations as officially scheduled. Failure to do so may result in a reduction of grade or failure in the subject. A final examination may only be rescheduled with the approval of the Academic Dean. If an individual takes an exam at a time other than the official scheduled time, a fee of HK\$500 will be charged.

### **HONG KONG ADVENTIST COLLEGE OFFICIAL TRANSCRIPTS**

At the request of the student, the Registrar's Office will provide, without charge, one transcript of credits as recorded on the permanent record. Additional copies will be charged according to the table above and need to be paid in advance. Transcripts are sent directly to organization(s) or authorized official(s) only upon the written request of the student. An official transcript may only be sent to an organization or official. A transcript issued directly to a student or to an individual will be stamped as "**Issued to Student**".

Transcripts are ordinarily issued and sent by Registered Mail within 5 working days from receipt of a written request. A service charge of HK\$300 (local) or HK\$450 (overseas) will be levied for earlier issue of a transcript or for sending a transcript by courier or other express services.

In all cases, a student or an individual must obtain a financial clearance from the Business Office before a transcript shall be issued, including the one provided without charge.

### **ANDREWS UNIVERSITY OFFICIAL TRANSCRIPTS**

For request of Andrews University official transcript, an online application is available at this website:

<http://www.andrews.edu/services/registrar/forms/transcript-request.pdf>

The students may contact [transcripts@andrews.edu](mailto:transcripts@andrews.edu) if they have questions about their transcript requests.

### **REPLACEMENT COPY OF DIPLOMA**

If an individual requires a replacement copy of the diploma, a fee of HK\$500 will be charged.

### **GRANTING OF NON-TRADITIONAL CREDIT**

#### **1. Credit by External Examination**

Credit may be granted by the Academic Council upon the presentation of satisfactory proof that equivalent examinations at a tertiary level have been passed at a standard required by the College.

Only a grade of "S" (Satisfactory) will be recorded. Fee: HK\$500 per subject.

#### **2. Credit by Proficiency Examination**

A student, who has taken similar training in a different setting than a subject listed in the Bulletin and who can submit evidence that similar content has been covered as stated in a teacher's subject outline, may petition the Academic Council for a proficiency examination. If the petition is approved, the student will be given an examination set by a faculty member appointed by the Academic Council. Upon passing the examination and upon payment of tuition, credit equivalent to the existing Hong Kong Adventist College subject will be recorded on the student's

Only an "S" grade will be recorded. The examination may be attempted only once. The proficiency examination may not be used to change grades in subjects previously attempted or audited. Fee: HK\$500 per examination.

#### **3. Credit by Correspondence Study**

A maximum of sixteen credits may be granted for work done through accredited correspondence study while in residence at Hong Kong Adventist College. Written permission must be obtained from the Academic Council before correspondence study commences. Correspondence study is included in calculating overall academic load. All work done by correspondence must be completed by one semester prior to graduation.

Credits from accredited correspondence study earned prior to admission are transferable on request and upon recommendation of the Department Chair. A



request for transfer of correspondence study credits should be made in the first year of residence. Fee: HK\$500 recording fee per subject.

**4. Credit for Experiential Learning**

A student who has learning experience outside a college setting may petition the Academic Council to receive credit. A student must submit a portfolio or documentary evidence from a supervisor on the nature of the learning experience. Credit granted must correspond to current subject offerings. An examining committee, consisting of the appropriate Department Chair, one faculty member teaching an equivalent subject, and one faculty member from another discipline, will evaluate the materials and recommend credit to the Academic Council. After Academic Council approval and upon payment of tuition, credit will be recorded in the student's permanent record.

Only a grade of "S" (Satisfactory) will be recorded. Fee: HK\$500 per subject.

**WAIVER EXAMINATION**

A student with prior experience or training who desires to be exempt from a specific academic subject or requirement may request for a waiver examination. A fee of HK\$250 is charged for this special examination which may only be attempted once. No credit is recorded in the student's permanent record for a waiver.

**Hong Kong Adventist College**  
**Tuition & Fees for 2017-2018**

	Total Cost	Cost per Instal.	No. of Instal(s)
<b>College Program</b>			
<b>Master Degree (2 regular SEMESTERS for each school year)</b>			
Chinese Adventist Seminary Master of Christian Ministry (MCM)			
Andrews University Master of Art in Religion (MA Religion)			
Tuition for each credit / semester	\$2,250.00		
<b>Bachelor Degrees (2 regular <u>SEMESTERS</u> for each school year)</b>			
<b>Andrews University:</b>			
Bachelor of Arts in Religion			
Bachelor of Science in Health & Fitness			
Bachelor of Science in Psychology			
<b>HK Adventist Seminary: Bachelor of Ministry</b>			
Tuition package (12 - 16 credits)	\$50,600.00	\$25,300.00	2
Tuition - under 12 credits / per credit / semester	\$2,115.00		
Tuition - over 16 credits / per credit / semester	\$1,720.00		
Summer session per credit	\$1,630.00		
<b>4-year diploma (2 regular <u>SEMESTERS</u> for each school year)</b>			
Tuition package (12 - 16 credits)	\$50,600.00	\$4,600.00	11
Tuition - under 12 credits / per credit / semester	\$2,115.00		
Tuition - over 16 credits / per credit / semester	\$1,720.00		
Summer session per credit	\$1,630.00		
<b>Extension school</b>			
Tuition - per credit / semester	\$1,720.00		
Audit (certificate of attendance) / per credit / semester (net)	\$1,080.00		
Audit (without certificate of attendance) / per credit / semester (net)	\$720.00		
<b>English Program</b>			
Comprehensive English (up to 4 AU credits)	\$42,770.00	\$21,385.00	2
Proficiency English (up to 9 AU credits)	\$46,730.00	\$23,365.00	2
One-year Certificate	\$30,816.00	\$3,424.00	9
<b>Business Program</b>			
Certificate in Bookkeeping and Accounts	\$28,350.00	\$3,150.00	9

	Total Cost	Cost per Instal.	No. of Instal(s)
<b>Pre-College</b>			
<b>Diploma in Pre-University Studies</b>	<b>\$39,000.00</b>	<b>\$3,900.00</b>	<b>10</b>
<b>Room &amp; Board / monthly</b>			
4-person / room - per person (5-day)	\$4,620.00		
4-person / room - per person (7-day)	\$6,090.00		
Activities Fee	\$735.00		
<b>OTHER FEES (This represents only part of the other misc. fees)</b>			
<b>Application Fee :</b>			
Diploma in Pre-University Studies <sup>1</sup>	\$200.00		
College Program (including affiliated program) local application	\$200.00		
College Program (including affiliated program) non local application	\$500.00		
<b>General Fee:</b>	\$0.00		
<b>Graduation Fee :</b>			
Pre-College Program (Diploma in Pre-U Studies & S6 Repeat)	\$200.00		
College Program (except affiliated program)	\$300.00		
Affiliated Program (Andrews University)	\$2,000.00		
<b>Laboratory Fee /per course / per semester <sup>2</sup></b>	<b>100.00</b>		
<b>Late Registration</b>	<b>\$500.00</b>		
<b>Changes in Registration</b>	<b>\$100.00</b>		
<b>English Proficiency Test</b>	<b>\$200.00</b>		
<b>Examination outside of schedule - per examination</b>	<b>\$500.00</b>		
<b>Recording fee:-</b>			
Credit by external examination	\$500.00		
Credit by correspondence study	\$500.00		
Credit by experiential learning	\$500.00		
<b>Proficiency examination (for credit)</b>	<b>\$500.00</b>		
<b>Waiver examination</b>	<b>\$250.00</b>		
<b>Official transcript:-</b>			
Local address	\$100.00		
Foreign address	\$150.00		
Express service (local)	\$300.00		
Express service (overseas)	\$500.00		

<sup>1</sup> No Application fee will be charged if students attend HKAC after the DPUS program

<sup>2</sup> All Science courses or Nutrition courses that require laboratory experiments

## TUITION REFUND POLICY

Tuition refunds are given to students who withdraw from the College or drop individual courses during the academic term. The refund shall be calculated using the method below and shall be based on the date when all the appropriate drop forms with all the required signatures are completed and filed with the Registrar's Office.

If a student withdraws from the College within the first ten (10) calendar days of a semester, tuition paid will be refunded less a handling fee of HK\$1,500\* (i.e This applies also to a student who has completed registration and withdraws from College before a semester starts).

- A. All fees paid less application fee will be refunded if the course is withdrawn or not offered.
- B. On premature cessation of the course, all fees and charges that have been collected in respect of any part of the course failing to be conducted on or after the date of the cessation will be refunded within 1 month of the premature cessation.

## AFFILIATED COLLEGE PROGRAMS

	<u>Fall and Spring Semester</u>	<u>Summer Session</u>
100%*	1 <sup>st</sup> – 10 <sup>th</sup> calendar day	1 <sup>st</sup> – 3 <sup>rd</sup> calendar day
70%	11 <sup>th</sup> – 17 <sup>th</sup> calendar day	–
50%	18 <sup>th</sup> – 24 <sup>th</sup> calendar day	4 <sup>th</sup> – 10 <sup>th</sup> calendar day
0%	25 <sup>th</sup> – last day of semester	11 <sup>th</sup> – last day of term

## HONG KONG ADVENTIST COLLEGE PROGRAMS

Tuition paid is non-refundable once paid.

## DIPLOMA IN PRE-UNIVERSITY STUDIES PROGRAM

Tuition paid monthly is non-refundable once paid.

### NOTE:

*The date of withdrawal is determined strictly by the date of submission of the completed withdrawal form. School and/or public holidays are not deducted in determining the number of weeks from the time of registration to the date of withdrawal.*

# FINANCIAL AID & SCHOLARSHIPS

The financing of an education at Hong Kong Adventist College is the responsibility of the student and the parents or guardians of the student. When a financial need exists, financial aid may be available. The amount of financial aid available through Hong Kong Adventist College is dependent upon the overall resources of the College and upon the generosity of donors. Financial aid is provided primarily on a basis of need as determined by the difference between college expenses and personal/family resources.

In order to apply for financial aid, a student must submit a Financial Aid Application and full financial details of his or her personal and family financial resources. Financial Aid Application forms are available from the Business Manager.

The following grants and scholarships are available:

## 1. CHAN SHUN SCHOLARSHIP

The Chan Shun Scholarship is awarded for academic excellence. A scholarship of HK\$1,000 is awarded to any regular student who achieves a 3.50 cumulative GPA during the preceding regular school year (September - May). A student must also complete a regular academic load consisting of a minimum of 12 credits per semester for college, and a minimum of 24 credits per term for college foundation students.

*Procedure:* A student does not need to apply for this scholarship; all regular students are eligible. Allocation is determined by the Academic Dean who submits names of students eligible for the Chan Shun Scholarship to the President at the end of the Second semester each year. The scholarship is normally announced during the commencement service and is credited to the student's account in the following month.

## 2. HONG KONG ADVENTIST COLLEGE RESIDENCE GRANT

The Residence Grant is a maximum of HK\$300 per month. This grant is awarded to dormitory students who show exemplary conduct in the dormitory and on campus and who also have a financial need. A maximum of ten (10) Residence Assistance Grants may be awarded in each school year.

*Procedure:* A student must apply to the Business Manager. Each applicant must also request letters of recommendation from each of the following: advisor or Department chair, dormitory dean, and dean of students. The Residence Grant is credited to a student's account monthly.

## 3. SEVENTH-DAY ADVENTIST MEMBER SCHOLARSHIP

A student who is a member in good and regular standing or who has a parent who is a member of the Seventh-day Adventist Church is eligible for a scholarship equivalent to a 10% discount on actual tuition charges.

*Procedure:* A student must apply to the Business Manager for the discount during initial college registration and provide a letter of recommendation from a Seventh-day Adventist pastor of his or her home church. The discount is applied to tuition.

## 4. STUDENT AID

A scholarship of HK\$3,000 is awarded to students who have financial need. Each school year a maximum of ten (10) awards may be given. The applicant must be a

full-time student with good conduct and who has achieved a minimum of 2.50 cumulative GPA or equivalence in the school year.

*Procedure:* A student must apply to the Business Manager. The scholarship will be credited to the student's account at the end of the school year.

## **5. RESEARCH SCHOLARSHIP**

A scholarship of HK\$3,000 is awarded to students who would engage in scholarly activities in the summer time or during the school year. The applicant must be a full-time student in the sophomore year or above with good standing (Cumulative GPA = 2.5 or above).

*Procedure:* A student must apply to the Business Manager by filling out the appropriate form. Accompanying the form, a research proposal endorsed by a faculty member (who will act as a supervisor) needs to be submitted along with the completed form at the same time. The scholarship committee will meet to approve the applications and shall inform the applicant within seven days after the meeting. The scholarship will be credited to the student's account upon the satisfactory completion of the research project, or presented to the student in the College's annual commencement service.

## **6. SOCIAL SERVICE SCHOLARSHIP**

A scholarship of HK\$300 –HK\$500 is awarded to students who are involved in the College's social service programs. This is to encourage active participation in community service and training of their organizational and presentation skills. Matriculation students and college students who are interested in leading community service activities could apply.

*Procedure:* A student must apply to the Business Manager by filling out the appropriate form. A training session will be arranged by the marketing department. All applicants have to be screened before they are assigned to take part in the activities of the social service programs. The scholarship will be credited to the student's account upon the satisfactory completion of the project or presented to the student in the College's annual commencement service.

## **7. PARTNERSHIP GRANT**

Partnership Grants are provided for students.

### **Diploma in Pre-University Studies**

- HK\$10,000 if the minimum entry requirement is met
- Additional HK\$5,000 if any one of the following criteria is met:
  - Recommendation letter from school Principal
  - Outstanding conduct in S5 or S6
  - Outstanding performance in community / voluntary services
  - Outstanding performance in Arts, Music and Sports
  - A graduate of Adventist Secondary School
  - Member of SDA church or with Adventist parent(s)

## **Bachelor Programs**

### **HKDSE Results:**

- HK\$10,000 upon acceptance
- HK\$900 for each point above the minimum entry requirement of 12 points (DSE 33222)

### **GPA Results:**

- HK\$5,000 if graduate GPA is 2.50 or above
- HK\$10,000 if graduate GPA is 3.00 or above
- HK\$15,000 if graduate GPA is 3.25 or above
- HK\$20,000 if graduate GPA is 3.50 or above

### **Annual Scholarship:**

- HK\$5,000 if cumulative GPA is 2.75 or above
- HK\$10,000 if cumulative GPA is 3.00 or above
- HK\$15,000 if cumulative GPA is 3.25 or above
- HK\$20,000 if cumulative GPA is 3.50 or above

## **OTHER USEFUL LINKS**

### **Grantham Scholarships Fund - Grantham Maintenance Grants**

<http://www.sfaa.gov.hk/tc/other/content16.htm>

### **Student Financial Assistance Fund**

<http://www.sfaa.gov.hk/eng/>

### **Eligibility Criteria**

Full-time students who are in financial need and are studying at the above schools/colleges may apply.

# ADMISSION

The College welcomes any student who wishes to integrate the world of knowledge with the realities of Christian living. Subject to available space, an individual with the necessary academic background, financial resources, and character references and who is willing to accept the policies of the College as well as to adjust to its philosophical, religious, social, and cultural atmosphere may be admitted to the academic programs. Hong Kong Adventist College accepts each qualified individual without discrimination on the basis of race, sex, age, language, color, national origin, or religion. Disabled applicants may be accommodated provided the courses applied for are those that the applicants are physically able to cope with.

## ADMISSION REQUIREMENTS

To be considered academically qualified for **REGULAR COLLEGE ADMISSION**, a student must attain one of the following standards:

### A. AFFILIATED PROGRAMS – Andrews University

#### **HONG KONG SYSTEM OF EDUCATION**

Hong Kong Diploma in Secondary Education (HKDSE)  
Level 3 in English and Chinese Language  
Level 2 in Mathematics and Liberal Studies  
Level 2 in an Elective subject

12-year high school program graduate  
Overall GPA 2.50  
Overall SAT scores of 800 (400 minimum in English and 400 minimum in Mathematics)

Hong Kong Certificate of Education Examination (HKCEE) (pre-2012)  
Five C grades including English and Mathematics

Hong Kong Education Bureau approved pre-university course  
Graduating GPA of 2.50

Hong Kong Council for Accreditation of Academic & Vocational Qualifications (HKCAAVQ) accredited pre-associate program  
Successful completion

Hong Kong Advanced Level Examination (HKALE) (before 2013)  
Three passes including English

#### **CHINA SYSTEM OF EDUCATION**

Senior High School (Grade 12)  
Pass with at least 50% of the term-end and year-end tests

#### **SOUTHEAST ASIAN SYSTEM OF EDUCATION**

Malaysia  
Sijil Tinggi Persekolahan Malaysia (STPM) – *Malaysian Higher School Certificate (equivalent to HKALE in Hong Kong Examination System)*



Three passes including English language

Passed SPM / MCE with at least 5 passes at a grade C including English and Mathematics

Singapore

General Certificate of Education Advanced Level (GCE-A) (*equivalent to HKALE in Hong Kong Examination System*)

Three passes including English language

Indonesia

Evaluasi Belajar Tingkat Akhir National: Sekolah Menengah Atas (*National Evaluation of Studies at the Final level: Academic Senior Secondary School*)

Award: Surat Tanda Tamat Belajar Sekolah Menengah Umum Tingkat Atas (*Senior Secondary School Certificate of Completion*)

Thailand

O-NET (Ordinary National Education Test)

A-NET (Advanced National Education Test)

Students can choose any of the above tests but to be admitted to the local universities, students must also take Central University Admission System test (CUAS) which comprises of 50% of each of the above tests plus half of the Fourth Level Grade Point Average.

### **ASSOCIATE DEGREE**

With Associate Degree or higher qualification from accredited educational agencies recognized by the local government in the applicant's country.

### **MATURE AGE**

Age of 23 by September 1 of admission year.

Students who do NOT meet the minimum requirements may be admitted a PROVISIONAL case by case basis as determined by either Andrews University.

## **B. DIPLOMA IN PRE-UNIVERSITY STUDIES (HKCAAVQ accredited)**

Applicants are required to have completed secondary school education with qualifications fulfilling any one of the followings:

Hong Kong Diploma of Secondary Education Examination (HKDSE): completion of Senior Secondary 3 with Level 2 in any subject.

Students who score below Level 2 in English Language of HKDSE, or fail in English Language in the school examination are required to pass the English Proficiency Enhancement Program before the commencement of the Diploma in Pre-University Studies program, **or**

Mature applicant of 21 years of age by September when admission is sought year.

Additional English and Math tutorial classes are required if students have not satisfied the minimum English requirement.

## **FOREIGN STUDENT REGISTRATION POLICY**

1. All foreign students are required to take a full course load (i.e. at least 12 credits), except for those on academic probation, to fulfill all the major and general studies requirements within the normal 4-year program (required by the Hong Kong Immigration Department). Summer sessions provide room for the following:
  - a. Extra electives
  - b. Necessary adjustments when programs are lengthened because of repeat, academic probation, etc.
  - c. Extra language courses as needed to fulfill prerequisites.
  - d. Courses needed when it is foreseeable that the total credits accumulated in 4 years will be less than those needed to graduate.
2. Once registered in a specific major, a foreign student may request for a change in a program only through a petition to the Academic Council. Approval may be granted only on an individual basis as deemed appropriate by the Council based on the reasons given or other criteria. This change will be immediately reported to the Hong Kong Immigration Department for amendment of their record.
3. A foreign student who is absent from classes beyond the allowed number of absences (regardless of reasons) may be subjected to suspension from continuing his or her study. Absences will be reported to the Hong Kong Immigration Department.
4. All foreign students are required to stay in the dormitory unless appropriate arrangement is made through a petition to the Administrative Committee. Approval for a foreign student to stay elsewhere is subjected to the Council's discretion. If the approval is granted, the student's guardian is required to sign an agreement signifying that he or she will be responsible for the student outside of regular class hours.

## **ADVANCED PLACEMENT**

A student who has met the requirements for regular college standing and who has passed additional public examinations, such as the GCE A-Level or the Hong Kong Advanced Level, may be granted advanced standing. Depending on the subjects taken, a student with a pass in the College Level Examination Program (CLEP) or its equivalent may also be granted this status. In the same manner, a student who has already passed professional examinations from recognized professional bodies such as the Association of Certified Accountants (ACA) will receive similar privileges.

## **STUDENT STATUS**

### **GUEST**

A student regularly enrolled in other accredited institutions of higher education may take courses at the College, provided that the application so declares and official permission is granted by the Academic Dean or Registrar of the other institution. The student should be in good and regular standing at the home institution. Credits earned in this manner may be transferred at the student's request.

### **PROVISIONAL**

An applicant who does not have all the original documentation may be admitted on a provisional basis for a period of not more than one term, during which all known deficiencies must be made up. Credits earned on this basis are not transferable to other institutions until the student is admitted into regular standing.

### **SPECIAL**

An applicant who does not qualify academically as a regular student and who does not plan to complete any college program but is able to benefit from college course work may be allowed to enroll as a special student. Work done by a special student is recorded as no credit (NC) and may not be applied to any program at a later date.

### **TRANSFER**

Students in good and regular standing from accredited colleges and universities may be accepted as transfer students.

### **PART-TIME**

A student taking less than 12 credit hours during the regular school term is considered a part-time student. Part-time students during the regular school term are generally required to attend chapel periods and other scheduled school functions.

## **RE-ADMISSION**

A student who has remained out of school for two consecutive regular semesters is readmitted without having to re-apply.

### **RE-ADMISSION OF ACADEMICALLY DISQUALIFIED STUDENTS**

A student who has been academically disqualified may reapply for admission after a break of at least one academic year. However, the student must give evidence of ability to succeed. An academically disqualified student who has been re-admitted must maintain a minimum cumulative GPA of 2.0 each semester.

### **BULLETIN**

A student who has remained out of school for two consecutive regular semesters is readmitted under the Bulletin prior to the term of readmission.

A student who has remained out of school for more than two consecutive regular semesters is readmitted under the current Bulletin that is in effect at the time of readmission. If a student wishes to follow the degree requirements from a Bulletin in effect prior to the term of readmission, he/she must make a petition to the Academic Council. There is no guarantee that such a request will be granted and readmitted students should be prepared to follow the current degree requirements as outlined in the current Bulletin.

## ADMISSION PROCEDURES

An applicant for admission must submit all relevant documents and fulfill the following requirements:

1. A completed **Admission Application Form**.
2. An application fee of HK\$50 for Diploma in Pre-University Studies and Bachelor programs (HK\$200 or US\$30 for foreign applications). This fee is not refundable.  
  
Students applying for affiliated programs pay an additional of \$ 2,500 application fee.
3. An official transcript of records from high school(s) and college(s) previously attended. The applicant is responsible for having these transcripts sent directly from the previous school(s) to the Registrar.
4. Certified copies of all diplomas, certificates, transcripts, grade reports, test scores, and any other evidence of academic accomplishments attesting to the eligibility and qualification for College entrance.  
  
NOTE: All documents must be **CERTIFIED** by a notary public, magistrate, school principal, or equivalent legal authority. Photocopies without the appropriate original signature or seal are not accepted as evidence of academic achievements. Also, for documents not in English or Chinese, certified translation is required.
5. A completed **Residence Application Form** (if the applicant desires to live in a school dormitory residence).
6. The **Financial Guarantee Form** completed by the sponsor or parent responsible for payment of school expenses. Documented proof of ability to provide financial support must be supplied with the application.
7. A completed **Health Certificate** or **Physical Examination Form** issued by a registered physician or a reputable hospital.
8. The following deposits (*as applicable*):
  - a. The Dormitory Reservation Deposit of one month's residence fee.
  - b. The Foreign Student Deposit of HK\$20,000 (dormitory student) or HK\$10,000 (day student).
9. Character references from two reputable persons who have known the applicant personally in an academic or religious setting, but who are not in any way related. These recommendations, on the prescribed forms, should be sent directly to the College Registrar.
10. 2 stamped envelope from the applicants with returning address
  - a. Envelope 1: For sending Letter of Acceptance to the applicants
  - b. Envelope 2: For sending Letter of Registration to the applicants

Upon receipt of all forms and documents, the Admissions Council takes official action and the applicant is notified of its decision. An official letter of acceptance will be sent to all accepted students.

The student, upon acceptance, should notify the College of the expected date of arrival on campus so that the necessary arrangements can be made to receive him or her. Foreign students should indicate the flight details and time of arrival.

All correspondence or inquiries are to be addressed to:

**The Registrar  
Hong Kong Adventist College  
1111 Clear Water Bay Road  
Sai Kung, New Territories  
Hong Kong, SAR**

### **APPLICATION DEADLINES**

The College accepts applications throughout the year. However, a student is not allowed to register for courses after the last official day to enter classes. Late admission may be considered on an individual, merit basis. Although the processing of an application seldom takes more than two weeks (once *all* supporting application materials are received), a prospective student should allow at least six weeks for the application process. A foreign student should plan on an additional four to six months in order to obtain visas from the nearest Chinese Embassy or appropriate office in his or her own country.

## **ACADEMIC POLICIES**

The development of academic policies at the College is a continuing process involving both faculty and students in an attempt to provide fair and consistent operating practices for all members of the academic community.

The Academic Council meets regularly to deal with academic matters and to formulate academic policy. A request for any variance from published academic policy must be submitted to this committee on a petition form available from the Registrar's Office.

As academic policies are formulated and revised from time to time, they are announced during assemblies and/or posted on the Registrar's Office bulletin board. Announcements of new or revised policies are considered as official as those published in this Bulletin and will be incorporated in subsequent publications. Changes are available from the Registrar. **Changes in academic policies are effective from the date announced.**

## **ACADEMIC AUTHORITY**

The Academic Dean is the final authority in all academic matters and is charged with the interpretation and enforcement of academic requirements. Any exceptions or changes in academic requirements, graduation requirements, test schedules, or grades are not valid unless approved by the Academic Dean. Any action taken by individual faculty members in regard to these matters are advisory only and are binding to the College unless approved by the Academic Dean.

## **PETITIONS**

A student wishing to seek clarification of or to be exempted from any academic policy may do so through a petition to the Academic Council. A petition form is available from the Registrar's Office. A completed petition form along with supporting documents should be submitted to the Registrar at least three working days before each scheduled Academic Council meeting. Please also refer to section on "APPEAL".

## **REGISTRATION**

The academic year at Hong Kong Adventist College is divided into three school terms: Fall Semester, Spring Semester and Summer Session. A student is required to register during the days published in the Academic Calendar. The registration procedure usually includes completion of forms from the Registrar's Office, faculty advisement, financial clearance, and program approval. Registration is officially completed only after all fees are paid, all completed forms are accepted by the Registrar's Office, and a registration notice is issued.

## **NEW STUDENT ORIENTATION**

All new students are expected to be present at the new student orientation program as scheduled. This program is designed to introduce new students to life at Hong Kong Adventist College, to provide entrance and placement tests, to introduce students to their academic advisors, to begin academic advisement, and to initiate registration.

## **LATE REGISTRATION**

A student who registers after the designated day(s) is charged a late registration fee of HK\$500. A late registrant may be required to take a reduced course load and is responsible for all missed work. **No student may register after the last official day to enter classes.**

## **CHANGES IN REGISTRATION**

A student may enter or withdraw from any course without charge during the first week of each semester. After the first week, a fee of HK\$50 is charged each time for changes made in their program. A student may not enter a course after the second week of the regular semester and after the first week of a summer session. A Change of Program form, available from the Registrar's Office, must be used for any changes in registration.

## **AUDIT REGISTRATION**

Regular students who are registered for 12 credits of class work may, in addition, audit a course by permission of the instructor and the department chair. Students may change their registration from credit to audit through the tenth week of the semester. Students who have taken a course under the audit provision will not be permitted to challenge the course later on.

Special students may register to audit courses for which they pay regular tuition fees. Registration may not be changed from audit to credit.

Regular attendance policies apply to all audit students. Audit students must conduct themselves in such a manner so as not to interfere with the rights of students taking the course for credit. No grades or credits will be issued or recorded for audit courses. Such courses will be recorded only as AU.

## **REGISTRATION RECORD**

During registration, an initial registration notice is issued to each student. After the first week, a final registration notice is issued. A student must report any errors to the Registrar's Office within two working days after the final registration notice has been issued. Official class lists, which are issued to instructors, are based on the official registration notice.

## **CANCELLATION OF COURSES**

The College reserves the right to cancel a class according to circumstances. The following factors will be taken into consideration in determining whether to offer a class with fewer than five students: teacher loading, teacher availability, sequence of courses in major and general studies requirements, as well as the needs of the students.

## **CHANGE OF CLASS SCHEDULE**

The College reserves the right to change the class schedule according to circumstances such as conflict of classes and time. Priority will be given to students who are graduating within the school-year.



## **WITHDRAWAL**

Withdrawal is considered a serious decision and should be made in counsel with the student's advisor.

The College administration reserves the right to require a student to withdraw at any time for reasons considered sufficient to justify such a measure. Such reasons include continued academic failure or unwillingness to abide by college regulations and principles. Re-admission will be considered on individual merit.

### **WITHDRAWAL FROM COLLEGE**

A student who wishes to withdraw from the College must complete the **Total Withdrawal From College Form**, obtained from the Registrar's Office. This process includes withdrawal from all classes, clearance from the advisor, the Academic Dean, Business Office, the Dean of Students, the Librarian, the Residence Hall Dean (for dormitory students), and the Registrar.

### **COURSE OR PROGRAM CHANGE OR WITHDRAWAL**

A student who wishes to add a course or to withdraw from a course or a program must complete and file appropriate forms supplied by the Office of the Registrar. This should be done in consultation with the student's Advisor and/or the Academic Dean.

Any student who enrolls in a class and fails to attend and/or to withdraw from that class within the prescribed time will receive a letter grade of "F".

A student who withdraws from any course between the third and the tenth week of a semester will receive a grade of "W" for that course. A student may not withdraw from a course(s) after the tenth week. (Note: This does not apply to total withdrawal from school.)

## **ATTENDANCE AND COURSE CREDIT**

### **ENTRANCE**

Students are not allowed to enter classes unless they are properly registered, meaning that their names appear on the class list issued from the Registrar's office. No credit will be awarded otherwise, even though the student has faithfully attended classes throughout the term and paid the fees.

### **ATTENDANCE POLICY**

Hong Kong Adventist College adopts a strict attendance policy for all students. Regular attendance and punctuality to class is expected of every student. To receive a grade for a course, students are required to be present in at least 80% of all the class hours. For courses with a laboratory component, 80% attendance policy also applies to attendance in the laboratory. In addition, all full-time students are required to attend scheduled school functions, including orientation, assembly, service education and picnic day, organized by the College. Absence in any of these functions may result in disciplinary actions initiated by the Dean of Students.

### **ABSENCE**

The instructor may excuse a student who is absent from classes or assembly with a valid reason, such as personal illness or family emergency. However, excused absence does not

exempt the student from the need to make up all possible work or assignments (such as examinations, class assignments, or laboratory work) missed during the absence or tardiness, and to fulfill the attendance policy of 80% overall class attendance. It is also the student's responsibility to check with the instructor immediately upon return to class after an excused absence to determine required make-up work and to complete any work according to the deadline set by the instructor.

### **TARDINESS**

Three occasions of tardiness in a class are equivalent to one absence. A tardiness in excess of 15 minutes is considered to be an absence. Unless otherwise specified by the instructor, a student is considered tardy when the student is absent during the time that attendance is being taken.

### **UNEXCUSED ABSENCE**

A student who misses school assignments or examinations as a result of an unexcused absence or tardiness may not be allowed to make up the work.

### **CHAPEL / ASSEMBLY ATTENDANCE**

Each student is expected to attend the weekly college chapel / assembly. Attendance of designated recreational events such as picnic day is counted under chapel attendance. A student is allowed up to 20% absence per semester. Beyond that, a disciplinary action will be taken to "make up" the attendance. Otherwise an "U" grade will be given. Community services program will be utilized as the makeup solution for excess chapel/assembly absences. The student is required to complete the makeup within the semester the excess absences were committed. One absence is equal to one hour community service.

### **CHAPEL / ASSEMBLY ATTENDANCE POLICY:**

1.	One regular Chapel / Professional Club Meeting	=	1 attendance point
2.	School Picnic	=	3 attendance points
3.	Food & Fun Fair and Alumni Day	=	3 attendance points
4.	One Gospel Week day	=	1 attendance point
5.	Christmas Program	=	2 attendance points
6.	Recreation Day	=	3 attendance points
7.	Talent Show / Cultural Day / Mission Day / Singing Contest	=	2 attendance points
8.	Any 1 hour specially arranged seminar / lecture	=	1 attendance point

Note: 3 late attendances = 1 absent  
Total attendance < 80% = U grade  
Total attendance ≥ 80% = S grade

## ACADEMIC INTEGRITY AND HONESTY

Academic honesty is the cornerstone of an educational institution. Academic dishonesty, on the other hand, is a threat to the entire academic community and is, perhaps, the most serious violation of trust that can occur in a collegiate community. Hong Kong Adventist College expects high standards of integrity from all members of the institution. Academic honesty is assumed to be the norm in all academic activities.

Academic dishonesty includes:

- 1. Plagiarizing.**  
This includes but is not limited to presenting research papers, reports (laboratory, reading, case study, etc.), or assignments not based on personal study effort (e.g. copying other's published work, and/or not giving credits to other authors).
- 2. Cheating on assignments or examinations.**  
This includes but is not limited to using learning aids not permitted by the instructor during a quiz, test, or examination; copying another person's answer or using exam or crib notes during an examination; using someone else's answer in a take-home or open-book examination; using any material or mechanical or electronic means that would permit an unfair advantage over other students in the class.
- 3. Forgery of signatures or falsification of data.**
- 4. Unauthorized access to College files or accounts.**
- 5. Removal, mutilation, or deliberate concealment of materials belonging to the institution.**
- 6. Assisting another in acts of academic dishonesty.**  
(e.g. falsifying attendance records, providing unauthorized course materials)

It is the responsibility of all faculty members to report all instances of academic dishonesty to the appropriate Department Chair who will then appraise the Academic Dean. It is the responsibility of each student to avoid both dishonest practices and the appearance of dishonesty. Each student should make the necessary effort to ensure that his or her academic work is not used by other students.

### PENALTIES

Dishonest work will NOT be accepted at all. A student committing any offense against academic integrity and honesty may receive from the instructor a failing grade in an assignment, in an exam or in a course, without possibility of withdrawal. The nature of the offense may also result in probation, suspension, dismissal, or permanent expulsion as determined by the Academic Dean in consultation with the Dean of Students and the Academic Council. Suspension, dismissal, or permanent expulsion will also involve action by the Administrative Committee.

## LANGUAGE PROFICIENCY

### CHINESE

All students are expected to develop at least some Chinese language communication skills. In order to graduate from HKAC (both affiliated and non-affiliated programs), students from Chinese-medium secondary school must take CHIN207 Practical Chinese Writing (3 credits). Students from non Chinese-medium secondary school must take Beginning Mandarin I course (4 credits). Students with prior Chinese language education or experience which results in language level higher than Beginning Mandarin I but is insufficient for admission into Practical Chinese course may petition for a waiver. A waiver examination may be required.

### ENGLISH

Students in the **Affiliation Programs** are expected to have a proficiency level in English language skills comparable to those expected by North American colleges and universities. At Hong Kong Adventist College, all students whose first language is not English must demonstrate that they can read, speak and understand English. A minimum score of 60 in Test of English as a Foreign Language (TOEFL – iBT) or 6.0 in International English Language Testing System (IELTS) is used to measure such proficiency. Students who score below these levels are placed at the appropriate levels in the English remedial program. An average score of a B is required to progress to the next level in the program. Students who do not have results of these tests must plan to take the test at least three weeks prior to the start of classes to ensure that results are released in time for class registration.

Level	Score (any one of the following)	English Courses	Limitations
1	TOEFL – iBT 45 or below  IELTS 5.0 or below	Comprehensive English I & II	May take no more than 4 credits of College-level courses per semester.  May take only courses that do not require comprehensive understanding of the texts in English language in order to pass.
2	TOEFL – iBT 46 – 59  IELTS 5.5  An average of B or above in Comprehensive English I and II	Proficiency English I & II	May take no more than 9 credits of College-level courses per semester.*  May take only 100 and 200 level courses (except English Composition or courses that require English Composition as a prerequisite).  Not allowed to take courses that require intensive research writing skills.
3	TOEFL – iBT 60 or above  IELTS 6.0 or above	English Composition I	Must complete at least 24 College-level credits before being allowed to register for ENGL215 English

HKCEE – Level 4 or C in English Language		Composition II.
HKALE – D in Use of English		May take up to 16 credits of College-level courses.
HKDSE – Level 3 in English Language		Students need to secure approval from the Department Chair to take beyond 16 credits.
An average of B or above in Proficiency English I and II		

\* Students who have a cumulative Grade Point Average of 3.00 or above may take up to 10 credits of College-level courses.

Students may also opt to do Certificate in English, an intensive English program where they take only English language courses for one year for a total of 32 credits, in order to fulfill Proficiency English requirements. To be eligible for the Certificate in English program, students must pass in all the courses prescribed in program with a cumulative GPA of no less than 2.5.

Students who successfully complete this program according to the above requirements may proceed to ENGL115 English Composition I and other College-level courses.

### ENGLISH REQUIREMENTS FOR HKAC PROGRAMS

Students in the HKAC programs are required to take ENGL101 and 102 General English I and II courses before proceeding to their junior year.

### REQUIRED COURSES

All **REGULAR** college students are expected to take the following required courses:

English	as required (subject to proficiency level)
Chinese	subject to proficiency level
Chapel	every semester when a person is not exempted
Philosophy of Service	the 1st year enrolled
Religion	minimum of one course every school year
EDUC108 Service Education	no later than their junior year.

Although these requirements are already stipulated in other areas (Language Proficiency, General studies, Graduation, etc.), these requirements apply to **ALL** regular college students regardless of intent to transfer.

All **PART-TIME** College students who have not fulfilled their language requirements are required to take at least one language course based on their current language proficiency test score (IELTS or TOEFL) or their grade in their previous language course(s).

## ACADEMIC STATUS

### RESIDENCE

Residence is formally established by obtaining regular admission and completion of one semester of full-time study (minimum of 12 credits) with a GPA of 2.00. Extension students establish residence by completion of two consecutive semesters (also minimum of 12 semester credits with a GPA of 2.00).

Until residence is formalized, the governing Bulletin is not established and the College will not formally accept transfer credits or non-traditional credit.

A student is registered in a department and/or major upon initial acceptance. A student who wishes to change department and/or major(s) must indicate this intent on the appropriate form available from the Registrar's Office. A student of undecided major or major not available in HKAC is temporarily in a department selected by HKAC or in the major of General Studies.

### CLASS STANDING

Class standing refers to a student's level of completion of an academic program. There are four classes: Freshmen, Sophomore, Junior and Senior. In addition, these classes which are based on academic standing are organized to provide social and leadership opportunities. Class standing is determined at the beginning of each school year and includes current registration.

#### **Freshmen**

An applicant who has met the entrance requirements and has been accepted as a regular student is classified as a Freshmen. All first-time students are initially classified as Freshmen. A student accepted on a provisional basis is also classified as a Freshmen but may not advance to the Sophomore standing until he or she has become a regular student. Consideration for advanced class standing may be made for transfer students upon the recommendation of the Registrar.

#### **Sophomore**

A regular student who has earned 24 credits with a minimum cumulative GPA of 2.00 and who is currently registered for a minimum of 8 credits (for a total of 32) is classified as a Sophomore. A Sophomore student in any two-year diploma program may also be eligible to join the graduating class.

#### **Junior**

A regular student who has earned 56 credits with a minimum cumulative GPA of 2.00 and who is currently registered for a minimum of 8 credits (for a total of 64) may be classified as a Junior if he/she has declared an academic major and is eligible to take upper-Department course work.

#### **Senior**

A regular student who has completed 88 credits with a minimum cumulative GPA of 2.00 overall and a 2.25 GPA in the major and who is currently registered for a minimum of 8 credits (for a total of 96) is classified as a Senior. A senior student in four-year diploma or bachelor's programs may be eligible to join the graduating class, subject to completion of graduation requirements and due process of application to graduate. To join the Senior class, a student must be eligible to graduate at the next commencement and must file for candidacy for graduation with the Registrar's Office.

## **ACADEMIC STANDING**

Academic standing provides an indicator of the student's academic progress and identifies students in academic difficulty who need academic advising and extra help.

The four levels of academic standing are:

- Good Standing
- Academic Warning
- Academic Probation
- Academic Disqualification

### **GOOD STANDING**

A student is classified as on Good Standing when:

1. The semester GPA is 1.76 or above, and
2. The cumulative GPA is 2.00 or above

### **ACADEMIC WARNING**

A student is classified as on Academic Warning when:

1. The semester GPA is 1.75 or below, or
2. The cumulative GPA falls below 2.00.

Students on academic warning are asked to seek advice from their academic advisor.

### **ACADEMIC PROBATION**

A student is classified as on Academic Probation when:

1. The semester GPA is 1.75 or below for two consecutive semesters, and
2. The cumulative GPA falls below 2.00.

Students placed on academic probation,

1. Are restricted to register for a maximum of 12 credits per semester,
2. Are expected to limit extracurricular activities and part-time employment, and
3. Will be referred for academic counseling by their academic advisor.

Students on academic probation are recommended to repeat courses in which they have received a grade "C-" or below in order to raise the cumulative GPA.

### **ACADEMIC DISQUALIFICATION**

A student is classified as on Academic Disqualification when:

1. The semester GPA is 1.75 or below for three consecutive semesters, and
2. The cumulative GPA falls below 2.00.

Students on academic disqualification may appeal to the Academic Council for re- admission one year from the date of disqualification.

**Academic Standing Table**

	<b>Semester GPA</b>		<b>Cumulative GPA</b>
Good standing	1.76 or above	and	2.00 or above
Academic warning	1.75 or below	or	below 2.00
Academic Probation	1.75 or below for two consecutive semesters	and	below 2.00
Academic disqualification	1.75 or below for three consecutive semesters	and	below 2.00



## ACADEMIC LOAD

### SEMESTER CREDITS

Semester credit is the basic unit of measurement in determining academic course work and load at Hong Kong Adventist College. A semester credit is defined as one 50-minute class period per week per semester.

### ACADEMIC LOAD

A normal academic load for a student is 12-16 credit hours each semester. A normal load usually consists of 4-5 courses plus 1-2 activity and/or music courses. A normal load during the summer session is 6-8 credit hours. Correspondence study is included in academic load. No student may take more than 20 credits during a semester or more than 10 credits during a summer session.

Calculation of the amount of time needed to study a given academic load may use this rule of thumb: A student is generally expected to spend 2 to 3 hours in preparation / review / assignment outside of class for each 50 minutes of instructional time. This means a student taking a normal academic load of 16 credits will usually spend 48 to 64 hours each week in working on the courses by oneself and class attendance.

A College student with scholastic problems or who is on academic probation may not take more than 12 credits each term. Similarly, a student with a heavy work or extracurricular load should reduce the academic load. An international student is required by Hong Kong Immigration Department policy to take a normal load. (See Foreign Student Policy)

### OVERLOAD

A student with a grade point average (GPA) of 3.00 and above during the previous regular semester may be permitted to take up to 18 credits at the discretion of the Department Chair.

A load beyond 18 requires a petition to the Academic Council; this load is usually only opened to students with a GPA of at least 3.30 based on a normal load in the previous regular semester.

### LANGUAGE PROFICIENCY AND COURSE LOAD

A College student who has not achieved the required English proficiency will be required to take a reduced college load. (see "Language Proficiency" section). The balance of the time of such a student should be devoted to achieving the required English proficiency. Likewise, foreign students (i.e. students whose first language is not English) who plan to graduate from HKAC and have not attained the Chinese proficiency needed will also be required to take a reduced college load and must first work on achieving the needed Chinese proficiency as the priority.

### WORK LOAD

A student who has part-time employment is expected to adjust the academic course load so that there is a reasonable balance between work and study. In determining the proper balance, the student's ability and previous academic record are considered. The following schedule should serve as a guide:

<u>Course Load</u>	<u>Work Load</u>
12 – 17 credits	10 – 20 hours
7 – 11 credits	20 – 30 hours

Arrangements for work are usually made as part of the registration procedure in consultation with the Business Manager, the advisor, and the Academic Dean.

## **DIRECTED STUDY**

Independent study is offered to provide opportunity for a student to have a special academic experience beyond that which is offered in the regular coursework, and is supervised by a faculty member with expertise in the area of study. It is evaluated according to specific goals prescribed in a document of agreement which includes: a description of the work to be done, the basis of grading, the number of credits to be awarded, and an agreed-upon schedule for student-teacher contact.

Independent study is limited to 8 credits in degree programs. Courses appearing in the College Bulletin shall always be taken under their own course number regardless of class size.

Directed study courses are offered within each department. The content of such courses is determined by the teacher in consultation with the Department Chair.

## **PRIVATE TUTORIAL**

Private tutorials are available only for courses listed in the College Bulletin. Private tuition of a college course is given only under extraordinary circumstances along the following guidelines:

1. **PURPOSE**

To enhance a student's sense of responsibility, self-reliance, and perception; to permit exploration and in-depth study of different subject areas or sub-specialties; as a private tutorial may be used as a last resort to resolve conflicts of scheduling, meet graduation requirements, and stay on track when scheduled classes are canceled by the College.

2. **QUALIFICATIONS**

Third- and fourth-year students who possess the necessary background are to benefit from this approach.

3. **CONTENT**

It may be similar to courses already offered in the College, but preferably in new areas of study. Students, in consultation with the teacher, are required to draw up a course outline specifying all the learning activities for the designated time period and agree upon the standard achievement for evaluation purposes. Interdisciplinary studies involving more than one department are not only permissible but also encouraged. Research, especially that involving primary sources of information, is encouraged. Trained observation and supervised practical experiences may also be included.

4. **TIME STANDARD**

There should be a minimum of 30 clock hours of meaningful and purposeful work for each credit. Class attendance is replaced by three hours of student-teacher consultation or tutorials.

5. **LIMIT**

There should be no more than five (5) percent of total course requirements, and no more than 4 credits in one term for independent study. Private tutorials may exceed the limit upon approval of the Academic Council.

## **SEQUENCE OF COURSES**

Credit is not usually granted for beginning or introductory courses taken after more advanced courses in the subject area have been completed. If permission is granted for a waiver of prerequisites for a more advanced course, the prerequisite course, if taken later, will not count in meeting total credits required for graduation.

## **WAIVERS**

A student with prior experience or training who desires to be exempt from a specified academic course or requirement may petition the Academic Council for a waiver upon submission of proper documentation. When necessary, the student may be given a waiver examination as directed by the Academic Council. A fee of HK\$250 is charged for this special examination. A waiver examination may only be attempted once. No credit is recorded in the student's permanent record for a waiver.

## **COURSE INFORMATION**

Courses are numbered in an alphanumeric system. The first four letters represent the discipline. Three numbers follow the letters. The first digit designates the recommended year in which the course should be taken. Lower Department courses are numbered from 100 to 299. Upper Department courses are numbered from 300 to 499. The second digit may represent the sub Departments within a discipline.

In general, the following guidelines have been used in course numbering:

000-099	Remedial and Experiential courses (credits do not apply toward graduation, but do apply to financial aid minimums)
100-199	Courses normally taken during the freshman year
200-299	Courses normally taken during the sophomore year
300-399	Courses normally taken during the junior year
400-499	Courses normally taken during the senior year

The first numeral indicates academic level of the course. The third numeral will indicate course sequencing. Courses, in which the third numerals are 1, 2, and 3, must be taken in sequence. (*For Example, ENGL 121, 122, 123 must be taken in sequence*).

The credit indicated in connection with a course is the credit hour. One credit hour represents one lecture period per week or three clock hours of laboratory work.

The College will make every effort to offer all courses at appropriate intervals. It does reserve the right, however, to alter the sequences or drop courses if unforeseen circumstances in class enrollments or teacher staffing so dictate. The class schedule should be consulted for personal planning of course loads and schedules.

When courses specify that they are offered odd or even years, “odd or even” refers to the alternate years in which the academic bulletin takes effect.

## **PRACTICUM/FIELD EXPERIENCE**

Directed Study in practical setting. One academic credit requires a minimum of 45 hours of work.

## **LABORATORIES**

Required laboratories are listed in the course description. 45 hours of laboratory time (usually a weekly three-hour laboratory) are required for courses with compulsory laboratory experience.

## **LANGUAGE OF INSTRUCTION**

Unless otherwise indicated, as a rule, the language of instruction and assignment is English. However, if there is not a single student of AU Affiliation Program enrolled in a specific class, all students enrolled understand Chinese, and resources permitting, HKAC may consider supplementing the teaching of the class for that particular time in Chinese if it is the request of all students enrolled.

## **UPPER DIVISION COURSE RESTRICTIONS**

All first-year College students (Hong Kong Adventist College and Andrews University affiliated) are normally restricted to register for lower division courses numbering between 100 and 200. In order to register for upper division courses, students must have a pass in ENGL115 English Composition I. While students may take upper division course after successful completion of ENGL115 English Composition I, they may not take upper division courses that require intensive or professional research writing skills until after successful completion of ENGL215 English Composition II.

## **MAJOR AND MINOR REQUIREMENTS**

Each Department lists the subjects that are required for each major and minor program. A major is a concentration of courses in a discipline or subject area of ~36-44 credits. A minor is a concentration of courses in a discipline or subject area of ~20-24 credits.

## **PREREQUISITES**

Each student must meet prerequisites before enrolling for a course. The prerequisites for each course are listed at the end of the course description. Any exceptions to prerequisite requirements must be recommended by the instructor and the appropriate Department Chair and may require Academic Council approval.

## **GRADING SYSTEM**

### **GRADE REPORTS**

A grade report is issued at the end of each school term. These final grades are recorded on a student's permanent record. The permanent record (or transcript copy of the permanent record) does not include or list current registration or work in progress.

A student may request for a review of his or her final grades within a week after grade reports have been issued to students. No grade changes are allowed later than one week after the issuance of grade reports.

### FINAL EXAMINATIONS

A final examination may be expected in all regular courses. A student is expected to take final examinations as officially scheduled. Failure to do so may result in a reduction of grade or failure in the course. A final examination may only be rescheduled with the approval of the Academic Dean. If an individual takes an exam outside of the school schedule, a fee of HK\$500 will be charged.

### GRADE POINT AVERAGE (GPA)

An average of all grades (Grade Point Average) is indicated on a student's grade report and transcript. The College uses a 4.00 point scale. The Grade Point Average (GPA) is computed by dividing the total number of accumulated grade points by the total number of regular credit hours. Although listed in the grade report and in the permanent record, credits with S grades are not counted in computing a GPA. Non-college credit courses are not computed in the college GPA. **Only the best grade of a repeated course will be calculated in the GPA.**

### GRADING SYSTEM

Grades of courses under the AU affiliated programs or HKAC programs are issued using the following grade point values:

<u>Grade</u>	<u>Definition</u>	<u>Grade Points</u>
A	Outstanding performance	4.00
A-		3.67
B+		3.33
B		3.00
B-		2.67
C+	Acceptable performance	2.33
C		2.00
C-		1.67
D		1.00
F		0.00
	Minimum acceptable performance	
	Failure	

The following grade designations are used to indicate course status and work done. These are not used in computing the GPA.

AU	Audit (indicates satisfactory class attendance).
AW	Audit/Withdraw (indicates that audit student attended less than 80% of class)
DG/IP	Deferred Grade or in progress (course not likely to be completed within one semester)
I	Incomplete (course to be completed during the following semester)
NC	No credit (indicates that a student attempted and completed the course but is not eligible for credit)
NR	No report (indicates that no grade was submitted by the instructor)
S	Satisfactory performance (equivalent to a C- grade or better)
U	Unsatisfactory performance
W	Withdrawal from class

### DEFERRED GRADE (DG) / IN PROGRESS (IP)

A “DG” or “IP” may be given in certain courses recognized to be of such a nature that all the requirements are not likely to be completed within one semester. It may be given for tours, field/clinical experiences, internships, project and independent study courses, and courses requiring research. The Registrar’s Office records a “DG” or “IP” only for courses previously recommended by a Department and approved by the Academic Dean.

An instructor may designate a time limit for a given course or for a specific situation for the “DG” to be changed to a letter grade. A “DG” or “IP” may remain on a student’s transcript at graduation if the course does not count toward the degree.

### **INCOMPLETE (I) GRADE**

A grade of “I” indicates incomplete work in a course resulting in the withholding of a final grade. To apply for an “I” grade, a student must fill out the **Incomplete Request Form** available from the Registrar's Office and obtain the required signatures. Permission for an “I” grade requires the approval of the Academic Dean and is given only in exceptional cases. An application for an “I” grade shall be submitted by the eighth week of the term. Incomplete work must be completed by the 7th week of the following term; otherwise the grade on the **Incomplete Application Form** will be entered into the student's permanent record. Incompletes are counted in determining the subsequent term load.

### **MINIMUM GRADE REQUIREMENT**

- C- is the minimum grade for majors or minors.
- D is the minimum grade for general education courses and cognates.
- S or U grade may only be assigned to general education and certain practicum courses.

### **HONORS AND AWARDS**

#### **Dean’s List**

Students who complete a term of study with a minimum of 12 semester hours, excluding “S” credits and Incompletes, and attain a grade-point average of at least 3.50, will be acknowledged on the Dean’s List.

#### **Graduation with academic distinctions**

For students of bachelor degree, 4-year diploma and 2-yr diploma who have completed at least 30 semester credits taken on the campus or extension campus of Hong Kong Adventist College, the following designations will be printed on the diploma and student’s transcript for the following cumulative GPA:

- Summa Cum Laude GPA = 3.90 – 4.00
- Magna Cum Laude GPA = 3.75 – 3.899
- Cum Laude GPA = 3.50 – 3.749

### **NO REPORT (NR) GRADE**

The “NR” grade indicates that no grade report was submitted by an instructor. It is a student’s responsibility to contact the instructor to determine why no report was issued.

### **REPEATED COURSES**

A student who does not pass a course with a satisfactory grade may repeat the course. Since all work done at the College is permanently recorded, the grade received at the first attempt will not be removed from the permanent record. However, credits are only counted

once for any specific course, and the better grade will be used in the computation of grade point averages. Only two repeats for any one course are allowed.

### **SATISFACTORY (S) / UNSATISFACTORY (U) GRADE**

A grade of "S" or "U" indicates that a student completed course work at a satisfactory or unsatisfactory level. This method of grade notation does not affect the GPA. A "S" / "U" grade may only be awarded for free elective courses, FTES courses, or major courses as designated by the Department.

### **WITHDRAW GRADE**

A grade of "W" indicates that a student officially withdrew from a course. "W" grades do not affect GPA. A student with a "W" grade in a course is not eligible to take a proficiency examination in order to receive credit for that course.

### **OFFICIAL TRANSCRIPTS**

At the request of the student, the Registrar's Office will provide, without charge, one transcript of credits as recorded on the permanent record. Additional copies cost HK\$100 (HK\$150 if mailed overseas) to be paid in advance. Transcripts are sent directly to organization(s) or authorized official(s) only upon the written request of the student. An official transcript may only be sent to an organization or official. A transcript issued directly to a student or to an individual will be stamped as "Issued to Student".

Transcripts are ordinarily issued and sent by Registered Mail within 5 working days from receipt of a written request for a transcript. A service charge will be levied for earlier issue of a transcript (HK\$300) or for sending transcript by courier or other express services.

### **WITHHOLDING OF TRANSCRIPTS**

The College reserves the right to withhold information concerning the permanent record, transcript, or other records of any student whose account is in arrears. No transcript will be issued until all of a student's financial obligations to the College have been met.

### **REPLACEMENT COPY OF DIPLOMA**

If an individual requires a replacement copy of the diploma, a fee of HK\$500 will be charged.

## **TRANSFER AND NON-TRADITIONAL CREDIT**

### **NON-TRADITIONAL CREDIT**

Since it is recognized that learning can take place outside the college setting, a student may take up to 24 non-traditional credits. A student must establish college residence (a minimum of one academic semester of full-time course work) before an application for non-traditional credit will be considered.

#### **1. Credits by External Examination.**

Credit may be granted by the Academic Council upon the presentation of satisfactory documentary proof that equivalent examinations at a tertiary level have been passed at a standard required by the College. Only a grade of "S" (Satisfactory) will be recorded.

Fee: HK\$500 per course.

**2. Credits by Proficiency Examination (Challenge Examination).**

A student who has taken similar training in a different setting to a course listed in the Bulletin and who can submit evidence that similar content has been covered as stated in a teacher's course outline may petition to the Academic Council for a proficiency examination. If the petition is approved, the student will be given an examination set by a faculty member appointed by the Academic Council. Upon passing the examination and upon payment of tuition, credit equivalent to the existing Hong Kong Adventist College course will be recorded on the student's permanent record. Only an "S" (satisfactory) or "U" (unsatisfactory) grade will be recorded. The examination may be attempted only once. The proficiency examination will not be given to a course to raise grades in courses previously attempted or audited.

Fee: HK\$500 per examination.

**3. Credits by Correspondence Study.**

A maximum of sixteen credits may be granted for work done through accredited correspondence study while in residence at Hong Kong Adventist College. Written permission must be obtained from the Academic Council before correspondence study commences. Correspondence study is included in calculating overall academic load. All work done by correspondence must be completed by one semester prior to graduation. Credits from accredited correspondence study earned prior to admission are transferable on request and upon recommendation of the Department Chair. A request for transfer of correspondence study credits should be made in the first year of residence. Only a grade of "S" (Satisfactory) will be recorded.

Fee: HK\$500 recording fee per course.

**4. Credits for Experiential Learning.**

A student who has learning experience outside a college setting may petition the Academic Council to receive credit. A student must submit a portfolio or documentary evidence from a supervisor on the nature of the learning experience. Credit granted must correspond to current course offerings. An examining committee, consisting of the appropriate Department chair, one faculty member teaching an equivalent course, and one faculty member from another discipline, will evaluate the materials and recommend credit to the Academic Council. After Academic Council approval and upon payment of tuition, credit will be recorded in the student's permanent record. Only a grade of "S" (Satisfactory) will be recorded.

Fee: HK\$500 per course.

**TRANSFER CREDIT**

Transfer credits from accredited colleges and post-secondary institutions (including credit from an accredited home study or distance learning institution completed prior to initial enrollment at Hong Kong Adventist College) may be granted on an individual basis. A complete, official transcript from the former school(s) must be on file in the Registrar's Office before transfer credits will be considered. For affiliation programs, the credits presented for transfer must be for college level courses in which the student has earned a grade of "C-" or higher.

Credits are accepted only if they meet the requirements (major, minor, concentration, general studies, or general electives) of the programs offered at Hong Kong Adventist College and if they conform to similar courses offered at Hong Kong Adventist College or by



a recognized or accredited, liberal arts college or university. Once transfer credits have been approved by the Academic Council, the name of the institution and the total number of equivalent credits transferred will be noted on the transcript.

Transfer credits from non-accredited institutions are considered on a case-by-case basis. Full documentation with course descriptions and course outlines and validation are required.

Requests for transfer of credits may be made through the Academic Council only at the time of admission to the affiliation program, or at the time when a change of program is approved, or if a petition to accept the course was approved and on file before the course was taken.

## COURSE OUTLINES

Course outlines are generally distributed freely by the instructor to students registered for the course at the beginning of the term.

## DEADLINES

### REGISTRATION

Last day to enter a course	Two weeks from start of semester
Last day to register	Two weeks from start of semester
Last day to change from audit to credit	Two weeks from start of semester
Last day to change to audit grade	End of tenth week of semester
Last day to withdraw from a course	End of tenth week of semester
Last day to request an S/U grade	End of tenth week of semester

(For summer session, all the above deadlines will be half, i.e. two weeks → one week, tenth week → fifth week.)

### GRADUATION

Final Year Program Approval	1 calendar year before graduation
Application to graduate	2 semesters before graduation
Application for graduation <i>in absentia</i>	15 days before graduation

## EXTENSION PROGRAMS

The College offers an evening extension school program through the Samyuk College Evening Institution (EDB Registration number 14502). The College also offers intensive courses at other extension locations.

# GRADUATION REQUIREMENTS

## ACADEMIC REQUIREMENTS

1. A candidate must complete a minimum of 62 semester credits for the two-year programs and 124 semester credits for the four-year program. The four-year program also requires completion of a minimum of 30 upper Department credits.
2. A candidate must complete the general studies requirements as specified in the governing bulletin.
3. A candidate must complete the Departmental requirements for at least one major area of study. This should be recorded in the student's permanent record by the beginning of the Junior year.
4. The GPA in the major(s) and minor(s) must be a minimum of 2.25. No grades below a "C-" may apply to the major or minor.
5. The overall GPA must be a minimum of 2.00 (C) for graduation. (Individual programs may have higher minimum GPA requirements.)
6. All "I" (Incomplete) grades, transfer work, and correspondence study must be completed before the final semester in residence.
7. Some departments require students to pass the departmental qualifying examination to ascertain his or her mastery in the major discipline. This examination is internally produced by the relevant departments. A qualifying examination guide which includes regulations and study areas is provided by the program leader to a prospective candidate at least one term before the examination. A candidate is expected to sit for the qualifying examination as scheduled (usually within the first month of the final term of residence). Please refer to individual program for details.

## GRADUATION POLICIES

### ATTENDANCE AT GRADUATION

Each candidate is required to participate in all graduation exercises (i.e. Baccalaureate and Commencement). A written request for graduation *in absentia* must be approved by the President before graduation (at least 10 days before Commencement). Failure to participate in graduation exercises may result in forfeiture of graduation rights and privileges at the discretion of the President.

### CANDIDACY

One calendar year before graduation, a prospective graduate shall file with the Registrar a program approved by the Department Chair showing that it is possible and reasonable for the prospective candidate to complete requirements within the next three terms.

A prospective graduate must submit an Application to Graduate Form to the Registrar no later than the first week of the student's final year. (The above form is available from the Registrar.) When a candidate is cleared for graduation by the Registrar (clearance includes verification that a student is eligible to graduate and verification of documents of secondary school completion, transcripts of any transfer credits from other accredited institutions or

from external examinations, and documents of any exemptions from the regular program) and is recommended by action of the Academic Council, the college President will extend an official invitation to the candidate to join the graduating class (as a senior or associate member) and to participate in graduation exercises. Granting of the diploma or degree is always subject to successful completion of the proposed program within the current school year.

## **CONDUCT**

Good conduct is considered an important requirement for graduation. A candidate who brings the standards of the College into disrepute may not be eligible to participate in graduation exercises.

## **GOVERNING BULLETIN**

The Bulletin when a student initially registers is used to determine program and graduation requirements. A student may choose to follow the requirements of any later Bulletin while in residence. Course offerings are determined by the current Bulletin.

If a student breaks residence for more than one school year, the requirements of the bulletin at the time of re-admission will be used. A graduate who returns for further study is required to follow the regulations of the bulletin at the time of return. Service for one year as a Hong Kong Adventist College student missionary is not considered as a break in residence; a Hong Kong Adventist College student missionary returning from service of more than one year must request the Academic Council's approval if wishing to choose the bulletin in effect at initial registration.

A student who enrolls for a second degree is governed by the bulletin in effect at the time of re-enrollment.

## **GRADUATION WITH HONORS**

A candidate may graduate with honors if he or she achieves an exceptional cumulative grade point average (with no grade below a C- in any course attempted). Honors are awarded as follows:

cum laude	3.50 – 3.749
magna cum laude	3.75 – 3.899
summa cum laude	3.90 – 4 .00

## **MAJOR**

A candidate is expected to select a major by the beginning of the junior year. A change in major may result in delays in completion of program requirements.

## **MINOR**

A candidate who wishes to have a minor listed on the permanent record must complete all listed Departmental requirements.

## **RESIDENCY REQUIREMENTS**

1. For two-year diploma candidates, a minimum of 20% of the requirements in each major and minor must be taken at HKAC in residence.
2. Degree candidates must be in residence the two consecutive semesters preceding graduation. A minimum of 25% of the requirements in each major and minor must be taken at HKAC in residence.

3. Transfer students must be in residence the two consecutive semesters preceding graduation and must complete a minimum of 30 credit hours, including 8 upper-Department semester hours in the major and 2 upper-Department credit hours in the minor.

*(For students in the AU Affiliation Program, the residency requirement policy of AU, if different, will apply instead).*

## **SECOND DEGREE**

A student who wishes to earn a second degree must meet all major and cognate requirements for a second major, a minimum of 30 additional credits beyond the first degree, and fulfill the regulations (including any general studies requirements beyond those required for the first degree) of the Bulletin at the time of re-admission. Re-admission is *de facto* even if there is no actual break between completion of first degree and commencement of second degree. The major of a second degree must be in an area of a different nature from the first degree.

Students with professional training need to fulfill the components of General Education only up to 12 credits.

*(For students in the AU Affiliation Program, the second degree policy of AU, if different, will apply instead).*

# ACADEMIC PROGRAMS

In conjunction with an affiliation with Andrews University, Michigan, USA, the College offers these bachelor degrees awarded by Andrews University:

<b>Bachelor of Arts in Religion</b>	<b>(Registration No. 261684)</b>
<b>Bachelor of Science in Health and Fitness</b>	<b>(Registration No. 261895)</b>
<b>Bachelor of Science in Psychology</b>	<b>(Registration No. 261680)</b>

The following programs are licensed by the Education Bureau (EDB).

**(Registration No. E.D. 1/28221/60)**

## **Four-year Diploma Courses**

**Business Administration \***

**Accounting \***

**Computer Information Systems \***

**Management \***

**Finance \***

**Health \***

**Social Science (emphasis on Psychology) \***

**Religion**

## **Minors**

**Business \***

**English \***

**Health \***

**Social Science \***

\* not currently offered

## **One-year Certificate Courses**

**English Proficiency**

**Bookkeeping and Accounts**

The following program is accredited by Hong Kong Council on Academic Accreditation and Vocational Quality:

**Diploma in Pre-University Studies** **(Registration No. 13/000572/L3)**

Under the Chinese Adventist Seminary, Religion programs are offered. For program details, please refer to "Academic Bulletin" of Chinese Adventist Seminary.

# **DEPARTMENT OF BUSINESS**

## **PURPOSE**

The Department of Business seeks to prepare students for the business community at large by providing quality business program which will form the professional and intellectual foundation for the productive lives of people and long range success of organizations. Regardless of the setting in which graduates will eventually work, the Department aims to develop professionally-prepared graduates whose integrity, honesty and efficiency are beyond reproach.

## **OBJECTIVES**

1. To prepare students with fundamental business administration skills required for initial job placement
2. To assist student in developing a sound Christian philosophy towards the world of work and in particular, the changing business environment.

## **PROGRAMS OFFERED**

One-year Certificate in Book Keeping

## CERTIFICATE IN BOOKKEEPING AND ACCOUNTS

<b>Duration</b>	1 year																																
<b>Mode</b>	Full time																																
<b>Medium of Instruction</b>	Chinese with English supplement (except English for Business course)																																
<b>Program Aims</b>	A. To prepare students to sit for the London Chambers of Commerce and Industry (LCCI) Level 2 examinations in: <ul style="list-style-type: none"> <li>i. Book-keeping and Accounts</li> <li>ii. Computerized Book-keeping</li> <li>iii. Cost Accounting</li> </ul> B. To prepare student for entry level accounting clerk position.																																
<b>Career Prospect</b>	Student will benefit from this practical program which develops skills for entry level employment as accounting clerk.																																
<b>Entrance Requirements</b>	A. Completion of Secondary 6 (under the New Senior Secondary academic structure), or B. Mature student aged 21 on 1 September of the year when admission is sought, with minimum proficiency in English established by the College.																																
<b>Exit Requirement</b>	Successful completion of 30 credits, with 80% of attendance and average GPA 2.00.																																
<b>Application Period</b>	January to August																																
<b>Intake period</b>	Once, in September																																
<b>Tuition fee</b>	HK\$25,020 in 9 installments																																
<b>Accreditation</b>	None																																
<b>Curriculum</b>	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><b>Semester 1</b></th> <th style="text-align: right;">credits</th> </tr> </thead> <tbody> <tr> <td>ACCT031 Bookkeeping &amp; Accounts I</td> <td style="text-align: right;">3</td> </tr> <tr> <td>                                          Computerized Book-keeping</td> <td></td> </tr> <tr> <td>ACCT034 I</td> <td style="text-align: right;">3</td> </tr> <tr> <td>ACCT037 Cost Accounting I</td> <td style="text-align: right;">3</td> </tr> <tr> <td>ENGL030 English for Business I</td> <td style="text-align: right;">3</td> </tr> <tr> <td>CHIN030 Practical Chinese I</td> <td style="text-align: right;">3</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black;"><b>15</b></td> </tr> <tr> <td colspan="2"><b>Semester 2</b></td> </tr> <tr> <td>ACCT032 Bookkeeping &amp; Accounts II</td> <td style="text-align: right;">3</td> </tr> <tr> <td>                                          Computerized Book-keeping</td> <td></td> </tr> <tr> <td>ACCT035 II</td> <td style="text-align: right;">3</td> </tr> <tr> <td>ACCT038 Cost Accounting II</td> <td style="text-align: right;">3</td> </tr> <tr> <td>ENGL031 English for Business II</td> <td style="text-align: right;">3</td> </tr> <tr> <td>CHIN031 Practical Chinese II</td> <td style="text-align: right;">3</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black;"><b>15</b></td> </tr> </tbody> </table>	<b>Semester 1</b>	credits	ACCT031 Bookkeeping & Accounts I	3	Computerized Book-keeping		ACCT034 I	3	ACCT037 Cost Accounting I	3	ENGL030 English for Business I	3	CHIN030 Practical Chinese I	3		<b>15</b>	<b>Semester 2</b>		ACCT032 Bookkeeping & Accounts II	3	Computerized Book-keeping		ACCT035 II	3	ACCT038 Cost Accounting II	3	ENGL031 English for Business II	3	CHIN031 Practical Chinese II	3		<b>15</b>
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## DEPARTMENT OF ENGLISH

The Mission of the Department of English is to develop literacy, stimulate an appreciation of the English language and literature, and encourage its effective use in creative expression and day-to-day life.

We believe that language plays a very important role in human communication and therefore should be an integral part of the training in this institution.

The philosophy is derived from a Bible verse in Isaiah 50:4, “The Sovereign Lord has given me an instructed tongue, to know the word that sustains the weary. He wakens me morning by morning, wakens my ear to listen like one being taught.”

We interpret “Instructed tongue” and “one being taught” as being literate and educated and therefore able to read (gather and analyze information), write (communicate information), and think critically (draw creative and independent conclusions). The Department fosters these goals through instruction in all its courses.

The Department of English consists of a community of teachers who are committed to promoting Christian values in their teaching, fostering life-long learning, encouraging appreciation of diversity, and promoting intellectual research.

### PROGRAM

The Department offers a one-year Certificate in English program for students who desire to focus on improving their English language skills in preparation to undertake tertiary-level programs offered by any higher learning institution.

The program is registered with the Hong Kong Education Bureau. The registration number is 28221.



# ONE-YEAR CERTIFICATE IN ENGLISH PROGRAM

The Certificate in English is a one-year program designed to help students acquire the necessary English language proficiency required to handle college-level courses offered through affiliated or local accredited programs. The Certificate in English will cover the fundamentals of language skills such as grammar, reading, listening, speaking, and writing.

Creative teaching approaches will be used to motivate students and to ensure that they are able to apply the skills they learn in class to their everyday life. In addition to classroom lectures, unconventional approaches are also used such as music, drama, and role-play to teach language so that students have the opportunity to use English in various settings or contexts.

## **The objectives of the program:**

1. To provide students comprehensive immersion in the language to enhance their English language proficiency;
2. To provide students more opportunities to be involved in the language without the interference from other courses;
3. To help students focus on attaining their goal in language proficiency.

## **To be granted the certificate, students must:**

1. Complete 32 credits of the courses listed in the program;
2. Pass all courses with no grade lower than a C-;
3. Obtain a cumulative Grade Point Average of 2.50 or higher;
4. Involve actively in activities of the course and program with an attendance of no less than 90%.

*(Students who have successfully obtained a certificate in this program may proceed directly to ENGL115 English Composition I at the college level.)*

## **ADMISSION**

(Fulfill the entrance requirement to the College program)

1. Successfully completed Secondary 6 or equivalent and
2. Obtained a pass in English language (level 2) in HKCEE or IELTS score of at least 3.5 (iBT, 31) or equivalent.

### **1<sup>st</sup> SEMESTER (16 credits)**

ENSL060	English Through Journalism	4
ENSL074	Listening and Speaking Skills	4
ENSL075	Introduction to Grammar	4
<b>* choose one</b>		
ENSL070	iBT- TOEFL Preparatory Course *	4
ENSL071	IELTS Preparatory Course *	4

### **2<sup>nd</sup> SEMESTER (16 credits)**

ENSL054	English Through Music and Drama	4
ENSL061	English Through Film and Literature	4
ENSL095	Reading Comprehension	4
ENSL096	English Writing Skills	4

# DEPARTMENT OF GENERAL EDUCATION

## **MISSION**

The mission of the Department of General Education is provide holistic education to all students registered in the college so as to better prepare them for service in the community.

## **PHILOSOPHY**

To be adequately prepared, we believe students must be trained in general education apart from their specific majors so they may be knowledgeable in various areas to meet the different needs of the community.

## **AREAS OF GENERAL EDUCATION**

### **Religion**

Students will gain an experiential knowledge of God's divine plan for their lives from the study of faith, ethics, and doctrine.

### **Language and Communication**

Students will develop strategies for effective oral and written language communication appropriate for various needs.

### **History**

Students will come to understand how civilization expresses itself and to better appreciate the diversities in the community through a study of history.

### **Fine Arts and Humanities**

Students will better express themselves as they study and experience literature, ideas, music and the performance and visual arts.

### **Social Sciences**

Students will come to understand human-behavioural theories and perspectives as manifested in social, geographical, political, and economic relationships.

### **Service**

Students will apply their knowledge and skills to benefit others by identifying and serving in a selected community.

### **Life and Physical Sciences**

Students will experience the scientific methods of studying life in nature and their relationship to the natural world and the universe as a whole.

### **Mathematics and Computer Literacy**

Students will develop logical, mathematical, and computer skills essentials in this modern technological society.

**Physical Education and Wellness**

Students will study and apply the principles of health and fitness as a way of life.

**Multiculturalism**

Students will learn about and understand how people of various ethnic backgrounds and cultures are shaped by their heritage and how oneness of all believers in Christ impacts communication with respect and service to others regardless of cultural background, gender, disability, religious beliefs, or ideological differences.

To be well-informed, participating members of society, graduates must be knowledgeable in many areas.

Hong Kong Adventist College considers the following to be important areas for students to cover:

# GENERAL EDUCATION REQUIREMENT FOR FOUR YEAR UNDERGRADUATE DEGREE PROGRAMS

[56-61 semester credits]

## RELIGION

(Total number of credits required from this section: 12)

RELT100 God and Human Life 3

*Recommend students take one course for each academic year in attendance from RELB, RELG, RELP, RELT*

## LANGUAGE AND COMMUNICATION

( Total number of credits required from this section: BA\*13/BS 9)

ENGL115 English Composition I 3

ENGL215 English Composition II 3

COMM104 Communication Skills 3

\*BA Language, intermediate level 4

## HISTORY

(Total number of credits required from this section : 6)

HIST114 Chinese History and Culture I 3

HIST115 Chinese History and Culture II 3

**or**

HIST137 Civilizations and Ideas I 3

HIST138 Civilizations and Ideas II 3

## FINE ARTS and HUMANITIES

(Total number of credits required from this section: 6)

*Take a total of 6 credits from a minimum of any TWO of the following categories:*

### Visual Arts:

ARTH220 Language of Art 3

### Humanities:

ENGL225 Studies in Literature 3

PHIL224 Introduction to Philosophy 3

### Music:

MUHL214 Enjoyment of Music 3

3 Credits of Ensemble, OR MUPF170-470 Applied Music, OR MUPF135 Choir

## LIFE AND PHYSICAL SCIENCES

(Total number of credits required from this section: 8)

*Take one Life Science AND one Physical Science*

### Life

#### Science:

BIOL100 Human Biology 4

BIOL221	Anatomy and Physiology I	4
BIOL222	Anatomy and Physiology II	4
FDNT230	Nutrition *	3
FDNT240	Nutrition Lab *	1

*\* must be taken concurrently*

### **Physical Science:**

CHEM100	Consumer Chemistry	4
CHEM110	Introduction to Inorganic Chemistry	4
PHYS115	Mythbusting	4

### **MATHEMATICS**

**(Total number of credits required from this section: 3)**

MATH145	Reasoning with Functions	3
MATH165	College Algebra	3
MATH166	College Algebra for Business	3
MATH138	Pre-Calculus (Prerequisites: MPE $\geq$ P3 or MATH165 or MATH166)	4

### **SERVICE**

**(Total number of credits required from this section : 2)**

BHSC100	Philosophy of Service	2
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### **SOCIAL SCIENCES**

**(Total number of credits required from this section: 6)**

*Take one Foundation Course **AND** one Interdisciplinary Course*

#### **Foundation Courses:**

ANTH200	Cultural Anthropology	3
ECON225	Principles of Macroeconomics	3
PSYC101	Introduction to Psychology	3
SOCI119	Principles of Sociology	3

#### **Interdisciplinary Courses:**

BHSC220	An Interdisciplinary Approach to Contemporary Social Issues	3
BHSC235	Culture, Place and Interdependence	3
PSYC180	Dealing with Your Mind	3

### **FITNESS EDUCATION**

**(Total number of credits required from this section: 4)**

HLED120	Fit and Well	1
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*Three courses taken from at least two different categories: Personal Fitness, Outdoor Skills, Team Activity*

# GENERAL EDUCATION REQUIREMENT FOR PROFESSIONAL DEGREE PROGRAMS

[39-45 semester credits]

## RELIGION

(Total number of credits required from this section: 12)

RELT100 God and Human Life 3

*Recommend students take one course for each academic year in attendance from RELB, RELG, RELP, RELT*

## LANGUAGE AND COMMUNICATION

( Total number of credits required from this section: 9)

ENGL115 English Composition I 3

ENGL215 English Composition II 3

COMM104 Communication Skills 3

## HISTORY

(Total number of credits required from this section : 3)

*Take ONE Course*

HIST114 Chinese History and Culture I 3

HIST115 Chinese History and Culture II 3

HIST137 Civilizations and Ideas I 3

HIST138 Civilizations and Ideas II 3

## FINE ARTS and HUMANITIES

(Total number of credits required from this section: 3)

*Take ONE COURSE from the following categories:*

### Visual Arts:

ARTH220 Language of Art 3

### Humanities:

ENGL225 Studies in Literature 3

PHIL224 Introduction to Philosophy 3

### Music:

MUHL214 Enjoyment of Music 3

3 Credits of Ensemble, OR MUPF170-470 Applied Music, OR MUPF135 Choir

## LIFE AND PHYSICAL SCIENCES

(Total number of credits required from this section: 4)

*Take one Life Science **OR** one Physical Science*

### Life Science:

BIOL100 Human Biology 4

BIOL221 Anatomy and Physiology I 4

BIOL222 Anatomy and Physiology II 4

FDNT230	Nutrition *	3
FDNT240	Nutrition Lab *	1

*\* must be taken concurrently*

### **Physical Science:**

CHEM100	Consumer Chemistry	4
CHEM110	Introduction to Inorganic Chemistry	4

### **MATHEMATICS**

**(Total number of credits required from this section: 3)**

MATH145	Reasoning with Functions	3
MATH165	College Algebra	3
MATH166	College Algebra for Business	3
MATH138	Pre-Calculus (Prerequisites: MPE $\geq$ P3 or MATH165 or MATH166)	4
STAT285	Elementary Statistics	3

### **COMPUTER LITERACY**

*Determined by each professional program*

### **SERVICE**

*Determined by each professional program*

### **SOCIAL SCIENCES**

**(Total number of credits required from this section: 6)**

*Take ONE course from the following:*

ANTH200	Cultural Anthropology	3
ECON225	Principles of Macroeconomics	3
PSYC101	Introduction to Psychology	3
SOCI119	Principles of Sociology	3
BHSC220	An Interdisciplinary Approach to Contemporary Social Issues	3

### **FITNESS EDUCATION**

**(Total number of credits required from this section: )**

HLED120	Fit and Well	1
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*OR Take TWO courses from the following categories: Personal Fitness, Outdoor Skills, Team Activity*

### **BHSC100 PHILOSOPHY OF SERVICE PRACTICAL EXPERIENCES**

Students will have to complete 15 hours of community service to complete the requirement of this course which account for 17% of the total weighting of the course.

The instructor teaching the course will distribute the Practical Service Education form to his/her students at the beginning of the Semester.

The form provides students the options to do community service on campus or off campus.

For both (on or off campus), students will have to fill out the details of what they are doing for the community service.

The completed form will then be submitted to their immediate supervisor who will check their service description and number of hours done.

The immediate supervisor will then grade the students based on his/her assessments of their performances in terms of punctuality, diligence, initiative, and integrity.

The supervisor may still give grades to the students regardless of the number of hours they completed as long as the service required for that department or event as originally intended is completed.

Upon completion of the 15 hours required, the students' grades from different departments or different events will be averaged up for a final grade to be recorded on their transcript.

For the sake of grade tabulation, grades must be given in percentage of 100. It is up to the supervisor to determine the weighting but a complete report showing how the grade is calculated must be submitted to the instructor of the course.

Community service **MUST BE COMPLETED WITHIN THE SAME SEMESTER** the students registered for BHSC100 Philosophy of Service.

## **EDUC108 SERVICE EDUCATION**

### **OVERVIEW**

Hong Kong Adventist College believes in the dignity of labor. Each member of the College is encouraged to participate in community and social service. The College provides activities involving manual labor, community work, or other programs to develop this concept.

### **GOAL**

To prepare students “for the joy of service in this world and for the higher joy of wider service in the world to come.” – Education p.1

### **REQUIREMENTS**

Each student is required to participate in at least 10 hours of community service each enrollment to earn a grade for this course. Service can be rendered within the campus or off campus per approval of the course instructor.

Upon completion of the course, the student is required to write a report addressing the following:

1. What he/she has learned from his/her participation in the service program;
2. What he/she thinks ought to be improved in his/her workplace;
3. A brief account of what he/she has done – service-wise including time, days, and actual service rendered.



**EVALUATION**

The student's service performance will be assessed by his/her immediate service supervisor.

The final grade for this course will be given by the course instructor based on the recommendation of the student's service supervisor and the report the student wrote.

Students are required to register 4 times, each time 10 hours of service education, during the four year of study.

## GENERAL STUDIES PROGRAM

The General Studies Program is designed so that students may increase their breadth of knowledge and depth of thought in their major areas of learning. It is one of the emphases of education at Hong Kong Adventist College, which provides the student with opportunities for the acquisition of knowledge and skills over a range of disciplines, fostering an awareness of how each discipline is integrated with the other. The major areas of learning are approached from a Christian perspective, with the religion courses providing a basis for exploration of personal values and commitment to God, the Creator of the universe. Teachers make an intentional effort to integrate faith in learning and practice.

Since HKAC is situated at the doorway to greater China, students have the unique experience of exposure to the Chinese language, culture and history within the general studies program. The general studies courses bring into focus the unity of knowledge and are intended to help the students develop a worldview consistent with that unity. With this general studies base, the students will develop some practical skills in the applied arts and gain a general knowledge of the major areas of learning, which include health, humanities and fine arts, the natural sciences, mathematics, and the social sciences. Furthermore, as part of their graduation requirements, students are to demonstrate their concern for humanity by devoting 40 hours of community services through BHSC300 Fieldwork and another 15 hours as practical integration for the course BHSC100 Philosophy of Service. These courses emphasize the value of service and the dignity of labor within a Christian context.

The General Studies program at HKAC helps students to:

1. Make a commitment to a spiritual life, personally acknowledging God as their Creator and Savior.
2. Have a clear understanding of themselves as persons as they become familiar with the behavior and responsibilities of individuals and societies.
3. Have a sound understanding of the culture in which they live and to develop social graces.
4. Develop the skills for reflective thinking, analysis, criticism, and synthesis with a tolerance for those who differ from them in their thinking.
5. Develop problem solving skills.
6. Learn to formulate, organize, and communicate ideas and information.
7. Learn the value of collaborative work.
8. Recognize the dignity of honest labor, their ethical responsibilities, and the value of service to others.

# DIPLOMA OF PRE-UNIVERSITY STUDIES

## HONG KONG COUNCIL FOR ACCREDITATION OF ACADEMIC AND VOCATIONAL QUALIFICATIONS ACCREDITED PROGRAM

(Registration Number: 13/000572/L3)

The program is designed to provide a bridge for students who have completed secondary school but did not fulfill the minimum requirements to qualify for college or university entrance in associate degree, higher degree or bachelor's degree programs. Simultaneously, some students may enhance their skills for initial job placement.

Upon completion of the program, students should be able to:

1. To apply the knowledge of social science and/or mathematics fundamentals to the understanding of social issues and/or natural phenomena.
2. To communicate effectively in English (and Chinese for native speakers).
3. To use a range of IT applications to support and enhance academic learning.
4. To understand a person's moral and ethical responsibilities to his/her family, society, nation and environment.
5. To apply knowledge derived from general education to solve personal and interpersonal problems.
6. To recognize and respond to the need for developing personal competence and life-long learning.

### CORE COURSES

ARTD040	Creative and Performance Arts I	2
ARTD041	Creative and Performance Arts II	2
BHSC040	Life Skills I	1
BHSC041	Life Skills II	1
CHIN040	Foundation Chinese I	3
CHIN041	Foundation Chinese II	3
CNCS040	Introduction to Chinese for Non Chinese Speaker I	3
CNCS041	Introduction to Chinese for Non Chinese Speaker II	3
ENGL040	Advanced English I	6
ENGL041	Advanced English II	6
INFS040	Computer Technology I	1
INFS041	Computer Technology II	1
MATH040	Mathematics Competences I	2
MATH041	Mathematics Competences II	2
PEAC040	Physical Education I	1
PEAC041	Physical Education II	1
RELB040	Understanding Christianity I	2
RELB041	Understanding Christianity II	2

### ELECTIVES

BSAD040	Business	4
ENGL050	Readings in Literature	4
HLED040	Healthy Living	4
INFS050	Graphic Design	4
PSYC040	Everyday Psychology	4
RELG040	Moral Issues in Modern Society	4

# DEPARTMENT OF HEALTH

## BACHELOR OF SCIENCE IN HEALTH & FITNESS

ANDREWS UNIVERSITY AFFILIATION PROGRAM

(Registration Number: 261895)

Total: Minimum 124 semester credits

The Department of Health builds its philosophy on the precept that the development of the whole person includes physical, mental, social, emotional, and spiritual health, and is fundamental to life and effective service to God and men. Therefore, the mission of the department is to prepare qualified and highly motivated men and women to promote a healthy lifestyle in the community through various careers related to public health.

The Department of Health collaborates with Hong Kong and Tsuen Wan Adventist Hospitals, Physical Fitness Association of Hong Kong, China, Penang Adventist Hospital and Aeon Health Care, Malaysia in providing internship/ practicum for potential graduates to have practical training. At the end of their third-year study, students are required to start their internship/ practicum. With these skills and experiences, the department strives to accentuate professionalism in our service to the community.

We also encourage diversity among students to enrich their experiences and promote respects and teamwork.

The department offers a four-year Bachelor of Science in Health and Fitness through an affiliation with Andrews University in Berrien Spring, Michigan, USA. This program includes Nutrition, Exercise and Fitness, Behavior Change, Health Promotion Strategies, and Internship.

Students in other majors who are interested in health may also pursue a Minor in Health.

### **MISSION**

To prepare qualified and highly motivated men and women to promote healthy lifestyle in the community through various health and fitness related careers.

### **PROGRAMS OFFERED**

#### **Andrews University Affiliation Program:**

- Bachelor of Science in Health and Fitness
- Minor in Health

## REQUIRED CORE COURSES

FDNT230	Nutrition	3
FDNT448	Nutrition and Wellness	3
FDNT460	Seminar	1
FDNT498	Research Methods	2
FTES116	Weight Control and Conditioning	1
FTES210	Personal Fitness Plan	1
FTES214	Weight Training and Conditioning	1
FTES305	Current Concepts and Applications in Physical Fitness	3
FTES355	Methods of Fitness Instruction	3
FTES465	Exercise Physiology	4
FTES495	Independent Study / Reading / Research Project	4
FTES	Two elective activity courses selected in consultation with the advisor	2
HLED120	Fit for Life	1
HLED210	Philosophy of Health	3
HLED380	Natural Therapies	3
HLED445	Consumer Health	2
HLED480	Wellness Programs	3
PSYC210	Introduction to Health Psychology	3

## REQUIRED COGNATES

BIOL221	Anatomy and Physiology I	4
BIOL222	Anatomy and Physiology II	4
BSAD355	Management and Organization	3
COMM320	Interpersonal Communication	3
MKTG310	Principles of Marketing	3
PSYC319	Stress Management	3
PSYC471	Behavior Modification	3
SOCI415	Substance Abuse	2

## ELECTIVES

For Health majors, it is recommended that students take INLS201 Intermediate Mandarins an elective. Students may choose courses of personal interest.

Note: All students need to submit a valid First Aid certificate before the end of the third year of study

## MINOR IN HEALTH

ANDREWS UNIVERSITY AFFILIATION PROGRAM

Total minimum: 20 semester credits

## REQUIRED COURSES

FDNT230	Nutrition	3
FDNT240	Nutrition Laboratory	1
FTES214	Weight Training and Conditioning	1
HLED120	Fit and Well	1
HLED210	Philosophy of Health	3
HLED445	Consumer Health	2

Plus another 9 semester credits from FDNT, FTES, HLED or other health-related courses approved by the program director.

## DEPARTMENT OF PSYCHOLOGY

The Department of Psychology aims to provide students with knowledge and skills in the study of human behaviors and relationships through salient discoveries and procedures accumulated from research in psychology. Students will obtain a thorough understanding of the discipline, including the areas of clinical, developmental, and educational psychology. Instruction is both theoretical and practical. As part of their practical training, students will engage in laboratory work and field experience where they will apply the knowledge obtained. In harmony with the holistic approach to education and Seventh-day Adventists values, the students will not only be prepared to enter and contribute to a productive society as professional but will be empowered to utilize their acquired knowledge and skills in furthering the mission of Seventh-day Adventists: restoring men and women to the image of their Maker.

### MISSION

To provide people-oriented education leading to the mission of promoting wellbeing and restoring relationships with God and among ourselves.

### VISION

To inspire people to embrace Jesus' purpose for our lives: "... that they may have life, and that they may have it more abundantly."(John 10:10)

### VALUES

CHANGE necessary for growth

OPENNESS to foster the ideal environment for communication.

RESPECT of individual differences and cultural diversity

EMPATHY to better understand the needs of others.

### PROGRAMS OFFERED

#### Andrews University Affiliation Program

- Bachelor of Science in Psychology
- Minor in Psychology

# BACHELOR OF SCIENCE IN PSYCHOLOGY

ANDREWS UNIVERSITY AFFILIATION PROGRAM

(Registration Number: 261680)

Total: Minimum 124 semester credits

The Course is typically a 4-year full-time program, but it can also be pursued in a part-time fashion under the advice of the school to complete the program in a longer time. The Psychology curriculum prepares students for a wide range of careers in the behavioral sciences or in related professions that involve working with people. Primary emphasis is placed on the applied dynamics of human behavior and relationships rather than on animal or laboratory psychology.

The major requirements and cognates are intended to provide a scientific base on which a balanced program of electives may be built in accordance with the individual needs and interests.

A student majoring in psychology must complete a minimum total of 40 semester credits in the major, 22 semester credits of the required cognates, and 54 semester credits of the general education program, and all baccalaureate degree requirements as outlined in the Bulletin. Senior students are required to take the Major Field Test in Psychology. 27 credits must be selected from courses numbered 300 or above.

## REQUIRED MAJOR CORE COURSES

(Total number of credits required from this section: 10-11)

### INTRODUCTION 3

PSYC101 Introduction to Psychology 3

### DEVELOPMENT 3

PSYC301 Human Development – Lifespan 3  
(or other developmental course)

### PROFESSIONAL CONVENTION OR FIELD EXPERIENCE 1-2

PSYC438 Workshop: Professional Convention of Related Field 1-3  
(or an equivalent professional convention) OR 1-2  
PSYC480 Field Experience 1-8

### METHODOLOGY 3

PSYC432 Research Methods II: Introduction 3

## **CONTENT COURSES (GROUPS A, B and C)**

**(Total number of credits required from this section: 15)**

*A minimum of FIVE courses from Groups A & B and/or C*

### **Group A (A minimum of two courses)**

PSYC210	Introduction to Health Psychology	3
PSYC364	Learning & Behavior*	3
PSYC445	Cognitive Psychology	3
PSYC449	Neuropsychopharmacology	3
PSYC465	Physiological Psychology	3
PSYC471	Behavior Modification*	3

\*PSYC364 Learning and Behavior and PSYC471 Behavior Modification cannot be the only classes taken out of Group A to meet Group A requirements. If PSYC364 and PSYC471 are taken from Group A, a third Group A class needs to be taken.

Choose a minimum of one from:

PSYC364	Learning & Behavior	3
PSYC445	Cognitive Psychology	3
PSYC465	Physiological Psychology	3

### **Group B (A minimum of two courses)**

PSYC269	History and Systems of Psychology	3
PSYC450	Social Psychology	3
PSYC454	Theories of Personality	3
PSYC460	Psychology of Abnormal Behavior	3

### **GROUP C (A minimum of one course)**

PSYC366	Drugs and Behavior	3
PSYC410	Introduction to Theories in Counseling & Psychotherapy	3
PSYC420	Human Sexuality	3
PSYC486	Psychological Assessment	3

## **ELECTIVES (Total number of credits required from this section: 11-12)**

*Electives may be chosen from Content Courses not taken to meet minimum requirements. Other PSYC courses in the undergraduate program, or those approved by the advisor/chair.*

## **COGNATES**

**(Total number of credits required from this section: 16-22)**

BHSC230	Research Methods I: Statistics for the Behavioral Sciences	3
RELT340	Religion and Ethics in Modern Society	3

Choose (BIOL221 & BIOL222) or (BIOL221 and PSYC465)

BIOL221	Anatomy & Physiology I	4
BIOL222	Anatomy & Physiology II	4
PSYC465	Physiological Psychology	3



Choose one of the following:

ANTH200	Cultural Anthropology	3
SOCI119	Principles of Sociology	3

*One Sociocultural awareness or experience*

ANTH200	Cultural Anthropology	3
BHSC235	Culture, Place, and Interdependence	3
SOCI425	Racial and Ethnic Relations	3

### **RECOMMENDED**

Field experience and a reading knowledge of a foreign language are strongly recommended, particularly for student who plan to take graduate studies in Psychology.

### **MAJOR FIELD TEST**

Majors are required to take the Major Field Test in Psychology. The exam assesses the following areas: memory and thinking, sensory and physiology, developmental, clinical and abnormal, social and measurement and methodology.

## ***MINOR IN PSYCHOLOGY***

ANDREWS UNIVERSITY AFFILIATION PROGRAM

Total: 20 semester credits

*All minors require that students earn at least 14 credits in courses numbered 300 and above.*

PSYC101	Introduction to Psychology	3
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**At least one of the following:**

PSYC364	Learning & Behavior	3
PSYC445	Cognitive Psychology	3
PSYC449	Neuropsychopharmacology	3
PSYC465	Physiological Psychology	3
PSYC471	Behavior Modification	3

**At least one of the following:**

PSYC269	History and Systems of Psychology	3
PSYC450	Social Psychology	
PSYC454	Theories of Personality	3
PSYC460	Psychology of Abnormal Behavior	3

Remaining 11 credits to be chosen from other PSYC courses.

# DEPARTMENT OF RELIGION

## BACHELOR OF ARTS IN RELIGION

ANDREWS UNIVERSITY AFFILIATION PROGRAM

(Registration Number: 261684)

Total: 103-105 credits. Need elective to make the 124 minimum credits for graduation.

The Bachelor of Arts in Religion program aims to help students to gain a deeper understanding of religion, especially relating to the Asian context and to prepare them to take on responsibility as ministers and administrators within church organizations. By providing a broad base of knowledge in religion and liberal arts general education as a foundation, this program also aims at paving the way for graduate study in religion or related fields.

A student majoring in religion must complete a minimum total of 39 semester credits in the major, 15 semester credits of required cognates, 12 semester credits of general education foreign language, 64 semester credits in the general education program, and all baccalaureate degree requirements as outlined in the Bulletin.

### MISSION

To develop dedicated, spiritual, responsible, honest and competent pastors and leaders for churches and societies in Hong Kong, China, Asia, and the global Chinese communities. To provide courses, programs, seminars, workshops and services to the various Departments of the College, and to churches through face-to-face or on-line services, to the local Conference and Union, and to the Chinese communities around the world.

### PROGRAMS OFFERED

#### Andrews University Affiliation Program

- Bachelor of Arts in Religion, Biblical and Theological Studies
- Minor in Religion

### MAJOR 44-45

#### Core Requirements

RELB111	Introduction to the Old Testament	3
RELB112	Introduction to the New Testament	3
RELB210	Jesus in His Time and Ours	3
RELB245	Hermeneutics	3
RELB406	Studies in Daniel and Revelation	4
RELH400	SDA History and Prophetic Heritage	3
RELP200	Religion Forum (taken each semester)	0
RELT100	God and Human Life	3
RELT250	Personal Spirituality and Faith	3
RELT324	Theology I	3
RELT326	Theology II	3
RELT340	Religion and Ethics in Modern Society	3

**Choose two of the following courses:**

RELB216	Law and Writings of the Old Testament	3
RELB274	Acts and Epistles	3
RELB335	Prophetic Writings of the Old Testament	3

**Choose five to six credits from any RELP courses:**

RELP105, RELP235, RELP240, RELP325, RELP330  
RELP335, RELP336, RELP337, RELP338, RELP340  
RELP350, RELP400, RELP441, RELP482, RELP485

**LANGUAGE\***

**(Total number of credits required for this section: 9)**

BIBL211	Greek I	3
BIBL212	Greek II	3
BIBL313	Greek III	3
OR		

Any modern foreign language, through the intermediate level.

\*Note: Language requirements may be fulfilled by any intermediate level foreign language course. Major requirements can be fulfilled by taking one of the Biblical languages.

**Graduation Requirements**

- Minimum grade of "C-" for all major classes and cognates
- Minimum overall GPA of 2.25
- Major GPA of 2.50
- Practical service in accordance with the requirements of the department

## **OTHER REQUIREMENTS**

All religion majors must complete the Master Guide, Literature Evangelism, and Field Evangelism requirements, and register for RELP200 Pastoral Practicum every semester as part of the graduation requirement.

1. **Master Guide:**  
A youth ministry leadership practical training.
2. **Literature Evangelism:**  
Field experience in reaching people through the art of selling religious literature and using printed materials as a means of witnessing.
3. **Field Evangelism:**  
Gain practical experience through instruction and participation, including personal evangelism and public evangelism.
4. **Pastoral Practicum:**  
Students are assigned to a specific church to participate in church activities over the weekends. Students and the supervising instructor meet once a week to review set objectives, discuss how they have or have not been met, and plan for the following week. Each student needs to present a weekly report, and the church pastor submits an evaluation of the student at the end of the semester.
5. **Foreign Language Requirement:**  
The General Education foreign language requirement for the BA in Religion is to fulfill Greek at the intermediate level.
6. **Ministerial Candidacy:**  
This is to evaluate and assess students' suitability for pursuing pastoral ministry. All religion majors are expected to pass ministerial candidacy by the end of the sophomore year.

## **MINOR IN RELIGION**

ANDREWS UNIVERSITY AFFILIATION PROGRAM

Total: Minimum 20 semester credits

6 upper-division credits, 15 credits RELB, RELT and RELG. The remaining 5 credits may be taken from any Department of Religion & Biblical Languages offerings in consultation with the Department.

# COURSES OFFERED IN 2017/2018

FALL 2017\_\_On-Campus Course Offering

## ENGLISH

COURSE NUMBER	COURSE TITLE	CR	INSTRUCTOR
ENGL115	English Composition I	3	Airlie HEUNG
ENGL131	Understanding Reading I	3	Airlie HEUNG
ENSL071	IELTS Preparatory	4	Airlie HEUNG
ENSL080	Comprehensive English I	6	Simon CHUA
ENSL090	Proficiency English I	4	Bervinda CHAN

## HEALTH

COURSE NUMBER	COURSE TITLE	CR	INSTRUCTOR
FTES214	Weight Training & Conditioning	1	CHUI Ka Lok
FTES355	Methods of Fitness Instruction	3	CHUI Ka Lok
FTES465	Exercise Physiology	4	CHUI Ka Lok
HLED120	Fit for Life	1	Charlene PAK

## BUSINESS

COURSE NUMBER	COURSE TITLE	CR	INSTRUCTOR
ACCT121	Fundamental of Accounting I	3	MA Kei
ECON225	Principles of Macroeconomics	3	Henry YA'ANG
MKTG310	Principles of Marketing	3	Henry YA'ANG

## PSYCHOLOGY

COURSE NUMBER	COURSE TITLE	CR	INSTRUCTOR
BHSC230	Research Method I	3	Kelvin NG
PSYC101	Introduction to Psychology	3	Anna CHIM
PSYC319	Stress Management	3	Priscilla WONG
PSYC454	Theories of Personality	3	Priscilla WONG
PSYC480	Field Experience	3	Anna CHIM
PSYC495	Ind Stu: Interpersonal Relationship	3	Anna CHIM

## GENERAL EDUCATION

COURSE NUMBER	COURSE TITLE	CR	INSTRUCTOR
BHSC100	Philosophy of Service	2	Priscilla WONG
BIOL221	Anatomy & Physiology I	4	Charles LAU
CHEM110	Intro to Inorganic Chemistry	4	Charles LAU
COMM104	Communication Skills	3	Simon CHUA
EDUC108	Service Education	0	Simon CHUA
FTES130	Special Activities: Tai Chi	1	Charlene PAK
FTES130	Special Activities: Badminton	1	Barry KI
HIST117	Civilization & Ideas I	3	Raymond TIN
INLS121	Beginning Chinese I	4	Charlene PAK
MATH145	Reasoning with Functions	3	Charles KWOK
MUPF135	College Choir	1	Bart BRONDO
MUPF170-470	Applied Music	1	Bart BRONDO
MUPF214	Enjoyment of Music	3	Bart BRONDO
PHYS141	General Physics I	4	Steven WONG
SOCI119	Principles of Sociology	3	Josephine FONG

## RELIGION

COURSE NUMBER	COURSE TITLE	CR	INSTRUCTOR
RELB210	Jesus in His Time and Ours	3	Daniel CHUAH
RELB216	Law and Writings of OT	3	Daniel CHUAH
RELB245	Hermeneutics	3	Daniel CHUAH
REL200	Pastoral Practicum	0	Daniel CHUAH
RELT225	Doctrines of Adventist Faith	3	Daniel CHUAH

## DPUS

COURSE NUMBER	COURSE TITLE	CR	INSTRUCTOR
ARTD040	Creative and Performance Arts I	2	Bart BRONDO
BHSC040	Life Skills I	1	Simon CHUA
CHIN040	Foundation Chinese I	3	LEE Tak Kin
CNCS040	Chinese for Non-Chinese Speaker I	3	LEE Tak Kin
ENGL040	Advanced English I	5	Airlie HEUNG
INFS040	Computer Competencies I	1	PANG Ka Man
MATH040	Mathematics Competencies I	2	PANG Ka Man
RELB040	Understanding Christianity I	2	Ben SEO
PEAC040	Physical Education I	1	Barry KI
HLED040	Healthy Living	4	Charlene PAK

**Note:** The College reserves the right to make changes to the course offering list at any time without prior notice.

**SPRING 2018 \_On-Campus Course Offering**

**ENGLISH**

COURSE NUMBER	COURSE TITLE	CR	INSTRUCTOR
ENGL132	Understanding Reading II	3	Airlie HEUNG
ENGL215	English Composition II	3	Airlie HEUNG
ENSL070	TOEFL Preparatory	4	Airlie HEUNG
ENSL081	Comprehensive English II	6	Simon CHUA
ENSL091	Proficiency English II	4	Bervinda CHAN

**HEALTH**

COURSE NUMBER	COURSE TITLE	CR	INSTRUCTOR
HLED380	Natural Therapies	3	Charlene PAK
HLED445	Consumer Health	2	Charlene PAK
HLED495	Independent Study	2-4	Charlene PAK

**BUSINESS**

COURSE NUMBER	COURSE TITLE	CR	INSTRUCTOR
ACCT122	Fundamental of Accounting II	3	MA Kei
ECON226	Principles of Microeconomics	3	Henry YA'ANG

**PSYCHOLOGY**

COURSE NUMBER	COURSE TITLE	CR	INSTRUCTOR
PSYC210	Intro. to Health Psychology	3	Charlene PAK
PSYC269	History & Sytem of Psy	3	Priscilla WONG
PSYC364	Learning & Behavior	3	Anna CHIM
PSYC432	Research Method II	3	Kelvin NG
PSYC450	Social Psychology	3	PANG Yu Yan
PSYC460	Psychology of Abnormal Behavior	3	Anna CHIM
PSYC480	Field Experience	1-3	Anna CHIM

**GENERAL EDUCATION**

COURSE NUMBER	COURSE TITLE	CR	INSTRUCTOR
BHSC220	Contemporary Social Issues	3	Priscilla WONG
BIOL100	Human Biology	4	Charles LAU
BIOL222	Anatomy & Physiology II	4	Charles LAU
BCHM120	Intro to Organic Bio-Chemistry	4	Charles LAU
EDUC108	Service Education	0	Simon CHUA
FTES130	Special Activities:	1	Barry KI
FTES130	Special Activities: Tai Chi	1	Charlene PAK
HIST118	Civilization & Ideas II	3	Raymond TIN
INLS122	Beginning Chinese II	4	TBA
INSL207	Practical Chinese Writing	3	LEE Tak Kin
MATH165	College Algebra	3	Charles KWOK
MUPF135	College Choir	1	Bart BRONDO
MUPF170-470	Applied Music	1	Bart BRONDO
PHYS142	General Physics II	4	Steven WONG
BHSC100	Philosophy of Service (on dmd)	2	Priscilla WONG

**RELIGION**

COURSE NUMBER	COURSE TITLE	CR	INSTRUCTOR
RELB233	Cross-cultural Ministry	3	Daniel CHUAH
RELH330	History of Christianity in Asia	3	Daniel CHUAH
RELP100-200	Pastoral Practicum	0	Daniel CHUAH
RELT100	God and Human Life	3	Daniel CHUAH
RELT340	Religion and Ethics	3	Daniel CHUAH

**DPUS**

COURSE NUMBER	COURSE TITLE	CR	INSTRUCTOR
ARTD041	Creative & Performance Arts II	2	Bart BRONDO
BHSC041	Life Skills II	1	Simon CHUA
CHIN041	Foundation Chinese II	3	LEE Tak Kin
CNCS041	Chinese for Non-Chinese Speaker II	3	LEE Tak Kin
ENGL041	Advanced English II	5	Airlie HEUNG
INFS041	Computer Competencies II	1	PANG Ka Man
MATH041	Mathematics Competencies II	2	PANG Ka Man
RELB041	Understanding Christianity II	2	Ben SEO
PEAC041	Physical Education II	1	Barry KI
PSYC040	Everyday Psychology	4	Priscilla WONG

**Note:** The College reserves the right to make changes to the course offering list at any time without prior notice.

**SUMMER SEMESTER\_2018**

**ENGLISH**

COURSE NUMBER	COURSE TITLE	CR	INSTRUCTOR

**HEALTH**

COURSE NUMBER	COURSE TITLE	CR	INSTRUCTOR
*FTES495	Independent Study	4	Charlene PAK

**BUSINESS**

COURSE NUMBER	COURSE TITLE	CR	INSTRUCTOR

**PSYCHOLOGY**

COURSE NUMBER	COURSE TITLE	CR	INSTRUCTOR
*PSYC180	Dealing with Your Mind	3	Kelvin NG
PSYC480	Field Experience	3	Anna CHIM
PSYC495	Independent Study:	3	Anna CHIM
PSYC040	Everyday Psychology (DPUS)	4	Priscilla WONG

**GENERAL EDUCATION**

COURSE NUMBER	COURSE TITLE	CR	INSTRUCTOR
MUPF170-470	Applied Music	1	Bart BRONDO

**RELIGION**

COURSE NUMBER	COURSE TITLE	CR	INSTRUCTOR

\* Subject to number of student

**Note:** The College reserves the right to make changes to the course offering list at any time without prior notice.

# COURSE DESCRIPTIONS

The course descriptions below are listed in the alphabetical order of the course prefix

**AU**        **Courses offered for credit in the Andrews University affiliation programs**

**HKAC**    **Courses offered for credit in the HKEDB programs registered though not accredited**

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credits For</u>
<b>ACCT121</b>	<b>Fundamental of Accounting I</b> Emphasis upon understanding the accounting cycle and the content and preparation of financial statements.	<b>AU HKAC</b>
<b>ACCT122</b>	<b>Fundamental of Accounting II</b> Studies fundamental concepts of cost and managerial accounting. A grade of C or higher is needed in ACCT 121 for admission to ACCT122. <u>Prerequisite:</u> ACCT 121	<b>AU HKAC</b>
<b>ANTH200</b>	<b>Cultural Anthropology (3)</b> Comparative study of human diversity and of ways of being human. The concept of culture and ethnography as the primary tool of cultural anthropological research. Salient features of tribal communities, state level policies, and modern network society. Globalization and its social, economic, and environmental consequences. Understanding "ourselves" and those we call "others."	<b>AU HKAC</b>
<b>ARTH220</b>	<b>Language of Art (3)</b> Presents the elements of visual language and studies them in relationship to images of famous paintings, sculptures, and contemporary advertisements.	<b>AU HKAC</b>
<b>BCHM120</b>	<b>Introduction to Organic and Biological Chemistry (4)</b> A survey of major concepts in organic chemistry and biochemistry. Organic foundation of structures and basic reactions of organic molecules emphasizing functional groups and establishing foundation for understanding structure and function of biological molecules regulation of biochemical pathways. For nursing, dietetics, and allied health students. Not applicable toward a major or minor in Chemistry or biochemistry.	<b>AU HKAC</b>
<b>BHSC100</b>	<b>Philosophy of Service (2)</b> Provides a theoretical and practical basis for understanding and meeting needs of communities and individuals. Course materials include works from Christian and secular sources. Students develop an individualized practical plan to understand and meet needs. Does not apply to a major or minor.	<b>AU HKAC</b>
<b>BHSC220</b>	<b>Interdisciplinary Approach to Contemporary Social Issues (3)</b> Issues may include drug abuse, the family, crime/violence and punishment,	<b>AU HKAC</b>



AIDS, poverty, and health care. Integrates foundational social science with a Christian perspective to help students understand the origins of current societal issues and strategies for addressing those issues.

- BHSC230 Research Methods I: Statistics for Behavioral Sciences (3) AU**  
Probability concepts, frequency distributions, measures of central tendency, measures of variation, using frequency distributions, point-estimation and confidence intervals, sampling distribution, levels of significance in hypothesis testing, t and z tests, correlation, chi-square, and ANOVA.
- BHSC235 Culture, Place and Independence (3) AU**  
Uses and integrates concepts from anthropology, geography and other sciences to help students understand how human culture and natural habitat create regional, ethnic, religious and other social groups. Examines origins of group conflict and considers avenues of responsible action for resolution.
- BHSC440 Topics in \_\_\_\_\_ (1-3) AU**  
001 – Families in Crisis  
Examines emerging issues in the behavioral sciences. Repeatable in different specialized areas.
- BIBL211 Greek I (3) AU HKAC**  
Elements of Grammar of the Koine Greek of the New Testament, including vocabulary, translation, and reading. Weekly lab required.
- BIBL212 Greek II (3) AU HKAC**  
Instruction in intermediate grammar and reading of selected portions of the New Testament. Weekly lab required.  
Prerequisite: BIBL211.
- BIBL313 Greek III (3) AU HKAC**  
Advanced Koine Reading. New Testament portions from Luke, Paul, the book of Hebrews, and James should be analyzed on the bases of Greek syntax and author specific vocabulary. Selections from the Septuagint and the early church fathers will be considered to illustrate the development of thought within Christianity. Furthermore, introducing students to selections from Philo and Josephus.  
Prerequisite(s): BIBL 211 and BIBL 212
- BIBL312 Intermediate Greek II (3) AU HKAC**  
Application of the principles of the koine Greek grammar and syntax to the exegesis of selected passages from the Greek New Testament. Emphasis placed upon practical and scholarly application of the text.  
Prerequisite: BIBL311 and RELB115.
- BIOL100 Human Biology (4) AU HKAC**  
This course is designed to provide students with a basic understanding of the structure and function of the human body. Emphasis is placed on the practical application of principles learned in the areas of nutrition, anatomy, and physiology. Meets the life science general education requirement. Weekly: 3 lectures and 1 lab.

- BIOL221 Anatomy & Physiology I (4) AU HKAC**  
Addressing the structure and function of the human organism. Surveys introductory biological chemistry, cell biology, histology, and the structure, function, and control of the integumentary, skeletal, muscular, nervous, and sensory systems. Does not apply to a major or minor. (3 lectures and a 3-hour lab)
- BIOL222 Anatomy & Physiology II (4) AU HKAC**  
Addressing the structure and function of the human organism. Surveys the structure, function, and control of the endocrine, cardiovascular, circulatory, respiratory, urinary, digestive and reproductive systems. Does not apply to a major or minor. (3 lectures and a 3-hour lab)  
Prerequisite: BIOL 221
- BSAD104 Intro to Business (3)**  
Introduction to business subjects and business functions within an enterprise. Overview of topics includes basic principles and career opportunities within each field of business. Students will learn how to write a resume and compile a portfolio. Does not apply towards management major during junior and senior years.
- BSAD210 Small Business Management (3)**  
A practical course on the principles and problems of organizing and operating a small business. Topics include a procedural system for establishing a new business, providing physical facilities, financing, organizing, and management of the small business. Does not apply towards a management major during junior and senior years.
- BSAD297 Special Topic in \_\_\_\_\_ (1-3)**  
Study of selected topics of current interest in the sub-discipline area noted and not ordinarily covered in-depth in other courses. Repeatable with different topics. Instructor permission required.
- BSAD341 Business Law I (3)**  
Introduction to general legal principles focusing on business organizations, property laws, employment regulation, agency laws, business torts and crimes, regulation of negotiable instruments and contracts, and the Uniform Commercial Code.
- BSAD355 Management and Organization (3) AU**  
Introduces concepts of effective management in organizational settings. Primary emphases include the organizational processes necessary for organizational effectiveness (planning, organizing, leading, and controlling), the nature of individual and group behavior, and the role of management in facilitating a mutually satisfying fit between employee needs and organizational requirements.
- BSAD397 Topics in \_\_\_\_\_ (1-3)**  
Intensive study of selected topics of current interest in the sub-discipline area noted and not ordinarily covered in depth in other courses.

- BSAD497 Advanced Topics in \_\_\_\_\_ (1-3)**  
 Topics of current interest in the sub-discipline area noted not ordinarily covered in depth in other courses.
- CHEM100 Consumer Chemistry (4) AU HKAC**  
 A one-semester course primarily for non-science majors presenting an introduction to fundamental concepts of chemistry to convey an appreciative understanding of the nature of chemistry and how it is applied to our daily lives. Topics of consumer chemistry to be studied will be selected from fuels, energy, polymers, fertilizers, pesticides, food and food additives, household cleaners, cosmetics and personal care chemicals, pharmaceuticals, and air and water pollution. Meets the physical science general education requirement. Three lectures per week and one 3-hour laboratory. Not applicable toward a major or minor in chemistry or biochemistry.
- CHEM110 Introduction to Inorganic Chemistry (4) AU**  
 An introduction to the principles and applications of inorganic chemistry; for nursing, dietetics, and allied health students. Not applicable toward a major or minor in chemistry or biochemistry.
- CHEM120 Introduction to Biotechnology (1) AU**  
 Introduces students to the field of biotechnology through lecture and guest presentations.
- CHEM131 General Chemistry I (4) AU HKAC**  
 The first course in chemistry is for students planning to major in science and engineering. Topics include stoichiometry, atomic and molecular structure, bonding, states of matter, solutions, chemical kinetics, and chemical equilibrium. Weekly: 3 lectures, 2 recitations and a 3-hour lab  
Prerequisite(s): MPE greater than or equal to P3, or passing grade in MATH 165/MATH 166/MATH 168 or above, or MATH 191/MATH 195  
Recommended: High school chemistry or physics strongly recommended.
- CHEM132 General Chemistry II (4) AU HKAC**  
 A Continuation of CHEM131 with topics including thermodynamics, acid and base chemistry, descriptive and nuclear chemistry.  
Prerequisite: a grade of C- or better in CHEM 131
- CHIN207 Practical Chinese Writing (3) AU HKAC**  
 This course explores the various literary styles of Chinese writings and analyzes the different rhetorical devices employed in Chinese literature. It is designed to enrich student's Chinese knowledge in order to enhance their abilities in composition and official letter writing; to proofread their writings and correct their speaking; to polish their Mandarin and Cantonese oral communication; to broaden their readings in both the ancient and modern materials; to be able to review as many literary materials as they can. Students will be assessed in terms of tests, discussions, presentations, assignments, and examination or a term paper of not less than 3000 words. (Chinese Language Medium)  
 [ Equivalent to INLS207 ]

- COMM104 Communication Skills (3) AU HKAC**  
Study of the human communication process – including a multicultural perspective and the importance of diversity – focusing on interactions with oneself, with one other person, with a small group, and within public-speaking situations.
- COMM320 Interpersonal Communication (3) AU HKAC**  
Emphasis is placed on interpersonal skills for the workplace. Students examine components of interpersonal communication such as listening, perception, managing conflict, etc., and then apply specific strategies to build relationships.
- ECON225 Principles of Macroeconomics (3) AU HKAC**  
Analysis of national income and expenditures according to current theories. Inflation, economic growth, and unemployment are examined, as well as modern banking and the money supply. Applicable toward General Education requirements in the social sciences.
- ECON226 Principles of Microeconomics (3) AU HKAC**  
Explores theories currently used to explain how people choose what to consume and produce with analysis extended to well-defined groups such as business firms; also explores the phenomenon called “market” with its prices and the way people react to them. Algebra used extensively.
- EDUC108 Service Education (0) HKAC**  
This practical course is designed to provide students the opportunity to serve the community while in pursuance of their academic undertaking. Students will learn the value of work through voluntary service, teamwork, work ethics, responsibility, reliability, cooperation, and trust in God. This is a mandatory course for all students regardless of their major. May be repeated until the minimum of 40 hours is fulfilled.
- ENGL105 College Vocabulary I-II (4) AU HKAC**  
**ENGL106** This course provides an introduction to academic vocabulary and idioms by exploring ways in which idioms are incorporated into daily speech and ways in which academic vocabulary is used in daily and academic situations. Emphasis is given to contextualization, primary and secondary meanings, and the use of prefixes and suffixes. The course provides intensive listening and speaking practice of idioms and vocabulary presented in the material provided. Attention is given to correct pronunciation of new vocabulary and idioms and the use of these new items in students’ speeches. Sentences and short written work using targeted lexical items are also stressed.
- ENGL111 Grammar for Business (3) HKAC**  
This course is designed to help business students improve their communication skills in real and simulated business environments. It covers grammar from tenses to clauses appropriate to different situations in interpersonal communication.
- ENGL115 College Writing I (3) AU HKAC**  
This course is an introduction to written composition focusing on composing as a recursive process for generating meaning and

communicating effectively. It emphasizes short essay writing based on personal exploration of memory, observation, conversation, and reading.  
Prerequisites: IELTS≥6.0; TOEFL iBT≥60; HKCEE level 4; HKALE D; HKDSE Level 3

- ENGL120 Research Writing Formats (3) AU HKAC**  
This course is designed to acquaint students with the APA and/ or MLA research writing formats necessary on their academic writings. It covers an extensive study of the various elements of research writing comparing the differences between the various formats. Students are not required to write any major paper.
- ENGL121 English for Business Purposes (3) HKAC**  
This course is designed towards helping business students appropriately address various business correspondences and situations. Coverage includes business terminologies, business letters, meetings, and various business related activities.
- ENGL 131-132 Understanding of Reading I-II (3) AU HKAC**  
This course introduces effective reading and inferential thinking skills in preparation for tertiary-leveled programs. Emphasis is on vocabulary, comprehension, and reading strategies such as identifying main ideas, supporting details, organizational patterns, and recognizing inferential ideas in a passage. Emphasis is also on demonstrating successful academic behaviors and using diverse materials such as periodicals.
- ENGL204 Introduction to Literature (3) HKAC**  
An introduction to the basic literary genres (essay, short stories, novel, drama, and poetry) and literary methodology. The nature and purpose of literature and language from a Christian perspective is also studied. Examples from various literatures.  
Prerequisite: ENGL115 English Composition I
- ENGL214 Business Research Writing (3) HKAC**  
This course focuses on the study and practice of business and professional writing, both print and electronic. In this course the student will critique, develop, and design documents he/she will most likely use in his/her professional lives, such as abstracts, proposals, reports, and correspondence. Students will learn about the distinctive elements of business research writing strategies and techniques.  
Prerequisite: COMM104 Communication Skills, ENGL121 English for Business Purposes
- ENGL215 College Writing II (3) AU HKAC**  
This course is designed to introduce student to source-based, academic writing, including practice in summarizing, analyzing, synthesizing, and reading from a critical perspective. Sections organized thematically.  
Prerequisites: ENGL115 College Writing I and completion of 24 college credits.
- ENGL255 Studies in Literature – Topics Class (3) AU HKAC**  
This is an introductory literature course with the emphasis indicated by a

subtitle, such as World Literature, Biblical Literature, the Short Story, and Women's Literature.

Prerequisites: Passed ENGL115

- FDNT230 Nutrition (3) AU HKAC**  
A study of basic principles of nutrition science, the biochemical functions of various nutrients, the changes in physiological needs with age, and the relationship between nutrition and health. Students needing life science general education credit must also register for the lab, FDNT240.  
[ Equivalent to NUTR300 ]
- FDNT240 Nutrition Laboratory (1) AU HKAC**  
Discovering principles of nutrition science in the laboratory. A weekly 3-hour lab. Required for those students needing life science general education credit.
- FDNT448 Nutrition and Wellness (3) AU HKAC**  
The dietary factors associated with the major chronic diseases of Western society. The use of plant-based diets in health promotion and disease prevention. Discussion of herbal therapies.  
Prerequisite: FDNT230
- FDNT460 Seminar (1) AU**  
Review of contemporary issues and /or current literature in nutrition.  
Repeatable to 3 credits.
- FDNT498 Research Methods (2) AU**  
A study of research methodology, survey methods, and applied statistics as they relate to dietetics.
- FTES116 Weight Control and Conditioning (1) AU HKAC**  
Study of the factors involved in weight loss and health improvement using a combination of concepts and applications in physical fitness, healthy nutrition and self-control. Cardiovascular, strength and flexibility exercises will be introduced and practiced throughout the course.
- FTES130 Special Activities (1)**  
Special areas beyond normally offered courses: Cardinal Athletics, personalized fitness activities, horseback riding.  
Consult the current class schedule for activities offered each year.  
Repeatable with different topics
- FTES210 Personal Fitness Plan (1)**  
A study of basic-fitness concepts and principles in conjunction with a personalized exercise program for physical fitness. Weekly independent workouts are required.
- FTES214 Weight Training and Conditioning (1) AU**  
A study of the basic principles in strength training and conditioning for men and women as well as the application of different methods of muscular strength and endurance training.

- FTES305 Current Concepts and Applications in Physical Fitness (3) AU**  
 A foundational course surveying the current trends and practices in the area of physical fitness. Understanding and critically analyzing the concepts, principles, and guidelines for fitness exercise and related activities.
- FTES355 Methods in Exercise Studies (3) AU HKAC**  
 A course providing knowledge and practical application for instructing safe and effective exercise programming for apparently healthy individuals. Teaching and evaluating of a variety of individual and group exercise sessions including several different types of physical activities.  
Prerequisite: FTES 305.
- FTES465 Exercise Physiology (4) AU HKAC**  
 Study of the body's physiological response to exercise. Three lectures per week plus 3-hour lab.  
 [ Identical to PETH465 ]  
Prerequisites: BIOL 111, 112 , 221, 222 or equivalent
- FTES495 Independent Study / Reading / Research / Project / Internship (1-4) AU HKAC**  
*Independent Study:* Directed study in an area of interest resulting in a formal term paper.  
  
*Independent Readings:* Weekly meetings with the instructor for individual assignments and reports.  
  
*Independent Research:* Design and execution of an experiment or causal-comparative research.  
  
*Independent Project:* Practical or creative experience or project in consultation with instructor. Permission required from the instructor and Department Chair.
- HIST117 Civilizations and Ideas I (3) AU HKAC**  
 Survey of the development of major world civilizations to the eighteenth century, including the origins and history of ideas, worldviews, and institutions (Stoicism, Hinduism, Catholicism, etc), with an emphasis on the interaction of cultures in the pre-modern world.
- HIST118 Civilizations and Ideas II (3) AU HKAC**  
 Survey of the development of world civilizations to the eighteenth century, including the origins and history of ideas, worldviews, and institutions (nationalism, anti-Semitism, racism, multiculturalism, etc.), with emphasis on cultural diversity and interaction and their meaning in the modern and post-modern world.
- HIST137 Chinese History & Culture I (3) AU HKAC**  
 A study of Chinese history and culture from antiquity to the Ming Dynasty. (Chinese Language medium)

<b>HIST138</b>	<b>Chinese History &amp; Culture II (3)</b> A study of Chinese history and culture from Qing Dynasty to the present. (Chinese Language medium)	<b>AU HKAC</b>
<b>HLED120</b>	<b>Fit For Life (1)</b> A balanced up-to-date coverage of all critical areas of wellness including physical fitness, nutrition, weight management and stress, as well as the principles of health according to the Bible and Ellen G. White. Practical tools will be given to help adopt and model healthier lifestyles.	<b>AU HKAC</b>
<b>HLED 210</b>	<b>Philosophy of Health (3)</b> The Biblical basis of health. A study of the historical development and basis of the health message in the Seventh Day Adventist church. The role of health promotion in current society.	<b>AU HKAC</b>
<b>HLED380</b>	<b>Natural Therapies (3)</b> The study of simple natural therapeutic remedies, including massage, hydrotherapy, and herbal therapies.	<b>AU HKAC</b>
<b>HLED445</b>	<b>Consumer Health (2)</b> An analysis of the various fads in society today, and the methods and techniques used by promoters of health care products and services. A study of ways in which consumers are vulnerable to certain health claims and scams, and the protection provided to the consumer by governmental agencies.	<b>AU HKAC</b>
<b>HLED480</b>	<b>Wellness Program (3)</b> Learning the steps of needs assessment of a community, planning a program, conducting a health promotion program while utilizing the resources of the community, and the program evaluation. Two lectures per week and a third hour each week.	<b>AU HKAC</b>
<b>INFS120</b>	<b>Foundations of Information Technology (3)</b> Explores computing history, software, web technologies, basic network security, ethics, and future trends in information technology. Labs are modularly designed to meet specific academic program needs which include Windows, Mac OSX, presentations, word-processing, spreadsheets, database, use of online resources and basic web development. Two 1-hour lectures & two 2-hour labs weekly.	<b>AU HKAC</b>
<b>INFOS215</b>	<b>Information System Theory &amp; Application (3)</b> Focuses on extending the students' skills in applications and explores information systems theory. Applications include advanced spreadsheet, PC database usage, and the development of interactive web pages. Students also gain an understanding of organizational systems, planning, the decision process, and decision support technologies. <u>Prerequisite:</u> INFS120	<b>AU</b>
<b>INLS121</b>	<b>Elementary: _____ I (4)</b>	<b>AU HKAC</b>
<b>INLS122</b>	<b>Elementary: _____ II (4)</b> A beginning course in Mandarin with emphasis on the fundamentals of pronunciation, structure, and conversation skills. (Chinese language/Mandarin medium)	<b>AU HKAC</b>



- INLS207 Practical Chinese Writing (3) AU**  
 This course explores the various literary styles of Chinese writings and analyzes the different rhetorical devices employed in Chinese literature. It is designed to enrich student's Chinese knowledge in order to enhance their abilities in composition and official letter writing; to proofread their writings and correct their speaking; to polish their Mandarin and Cantonese oral communication; to broaden their readings in both the ancient and modern materials; to be able to review as many literary materials as they can. Student will be assessed in terms of tests, discussions, presentations, assignments, and examination or a term paper of not less than 3000 words. (Chinese Language Medium)
- INLS235 Intermediate Mandarin (4) AU HKAC**  
 The course in Intermediate Mandarin with emphasis of the use of Chinese phonetics symbols (Hanyu pinyin), the constructions of making sentences, and conversation with correct tones. Furthermore, learners are required to be able to read and understand simple passages. (Chinese Language/Mandarin Medium).
- MATH 145 Reasoning with Functions (3) AU HKAC**  
 Functions given by tables, formulas, graphs, and words; inverse functions; linear, exponential and other types of functions, such as quadratic, trigonometric, logarithmic, or power of functions; rates of change and applications to science and business. Additional topics may be selected by the instructor.
- MATH165 College Algebra (3) AU HKAC**  
 A study in linear equations and inequalities; algebraic, logarithmic, and exponential functions; polynomials and complex numbers. Includes applications in business and science.
- MATH166 Pre-calculus Algebra (3) AU HKAC**  
 Equations and inequalities; algebraic, logarithmic, exponential, polynomial, and rational functions, complex numbers; and selected topics. Fulfills the General Education Mathematics reasoning requirement.
- MKTG310 Principles of Marketing (3) AU HKAC**  
 A general survey of the major marketing methods, institutions, and practices examined from the viewpoint of their effects on exchange transactions linking producers with consumers. Assumes a working knowledge of microeconomics.
- MUHL214 Enjoyment of Music (3) AU HKAC**  
 An opportunity to acquire a better appreciation of classical music – to discover how church music, folk songs, jazz, spirituals, gospel, rock and roll, and pop music fit into the broad spectrum of classical music from 1000 A.D. to the present day.
- MUPF135 Choir (1) AU HKAC**  
 Serves as a means of facilitating the enjoyment and practice of the musical process through choral singing activities.

<b>MUPF170</b>	<b>Applied Music – Freshman (1)</b>	<b>AU HKAC</b>
<b>MUPF270</b>	<b>Applied Music – Sophomore (1)</b>	<b>AU HKAC</b>
<b>MUPF370</b>	<b>Applied Music – Junior (1)</b>	<b>AU HKAC</b>
<b>MUPF470</b>	<b>Applied Music – Senior (1)</b>	<b>AU HKAC</b>
	The private study of the performance repertoire and technique of the given instrument or voice and the study of performance-related skills. Repertoire study includes solo and concerted works. Technical study includes scales and arpeggios, technical exercises appropriate to the performance medium, excerpts (where appropriate) and etudes. Performance-related skills study includes the development of basic-level skills in improvisation and the study of sight-reading. These courses do not apply to music major	
<b>MUPF329</b>	<b>Ensemble (1)</b>	<b>AU HKAC</b>
	Ensembles seek to expand the intellectual, psychological and spiritual horizons of the students.	
<b>PBHL440</b>	<b>Fundamentals of Spirituality &amp; Ethics in Healthcare (3)</b>	
	Addresses religious and spiritual issues of significance for healthcare. Includes a discussion of views of the relationship between health and spirituality from different religious perspectives. Provides an overview of the philosophical and historical background for ethical systems and their significance for current ethical challenges in healthcare. Required course for all majors in the School of Health Professions with the exception of students transferring to AU in their senior year.	
<b>PHIL224</b>	<b>Introduction to Philosophy (3)</b>	<b>AU HKAC</b>
	An introduction to basic philosophical issues, including the relationship of faith and reason, epistemology, the mind-body problem, determinism and free will, and ethics.	
<b>PETH465</b>	<b>Exercise Physiology (4)</b>	<b>AU</b>
	Study of the body's physiological response to exercise. Three lectures per week plus 3-hour lab. [ Identical to FTES465 ] <u>Prerequisites:</u> BIOL111, 112 or equivalent	
<b>PHYS141</b>	<b>General Physics I (4)</b>	<b>AU HKAC</b>
	Algebra based introduction to mechanics, wave motion, sound and thermodynamics. Weekly: 3 lectures, 1 recitation, 1-hour of small-group learning and one 2.5-hour lab <u>Prerequisite:</u> MPE P4 or MATH 167 or MATH 168	
<b>PHYS142</b>	<b>General Physics II (4)</b>	<b>AU HKAC</b>
	Algebra based introduction to electricity, magnetism, physical and geometric optics, relativity, and modern physics. Weekly: 3 lectures, 1 recitation, 1-hour of small-group learning and one 2.5-hour lab <u>Prerequisite:</u> PHYS 141	
<b>PSYC101</b>	<b>Introduction to Psychology (3)</b>	<b>AU HKAC</b>
	Principles of psychology including the study of growth, perception, learning, thinking, motivation, emotion, personality, and mental health.	

- PSYC180 Dealing with Your Mind (3) AU**  
 An introduction to the brain and how it works, with an emphasis on processes used in everyday life: perception of our surroundings, memory and other facets of general cognition, and links to addictive behavior. The labs will give hands-on experience with these topics. Students will be exposed to research opportunities.
- PSCY210 Introduction to Health Psychology (3) AU**  
 Study of causes for the rise of health psychology; interrelationships between psychology and health-related disciplines; models of disease and health care; interrelationships between stressful life events, social support, and wellness; illness behavior; psychology of addictive behavior and behavioral health.  
Prerequisite: PSYC101
- PSYC269 History and Systems of Psychology (3) AU**  
 A study of significant schools, individuals, and theories in the field of psychology, together with their contributions to the present knowledge of behavior.  
Prerequisite: PSYC101
- PSYC301 Human Development – Lifespan (3) AU**  
 Lifespan is an integrative approach to psychological development which emphasizes the inter-dependency of physical, cognitive, emotional and social development. The interrelatedness of theory, research, and application are seen throughout the entire sequence of the human development from conception to death.  
Prerequisite or co-requisite: PSYC101 or permission of advisor/chair
- PSYC315 Organization and Human Resources (3) AU**  
 This course teaches students to apply psychological theories and principles to the inner workings of organizations. The following topics are discussed in detail: employee selection and training, small group behavior, leadership, attitudes and motivation, power and politics, and strategies for fostering organizational change. Students will learn to interpret research findings accurately and responsibly as well as how to conduct empirical research in organizational settings.
- PSYC319 Stress Management (3) AU HKAC**  
 An introduction to stress along with signs and symptoms of stress and identification of stressors in a person's life. Students learn how to increase stress tolerance and implement change.
- PSYC364 Learning & Behavior (3) AU**  
 A study of theories of learning which evaluates connections between learning and behavioral processes within and between humans and animals. A lab fee may be required.  
Prerequisite: PSYC101

- PSYC366 Drugs and Behavior (3)**  
 An introduction to how drugs affect mood, sensation, consciousness, and other psychological and biological functions. We will look at concepts such as the short and long term effects of use and abuse of drugs, classification and laws regulating the use of drugs, the relationship of drug use on societal issues, different approaches to drug treatment as well as debates on controversial topics in the field of drugs.
- PSYC410 Introduction to Theories in Counseling and Psychotherapy (3)** **AU**  
 An introduction to the major theoretical models and concepts for counseling and psychotherapy. Concepts such as philosophical assumptions, the therapeutic process, and client/therapist relationship are discussed.  
Prerequisites: PSYC101, and one of the following: PSYC269, 454, or 460
- PSYC420 Human Sexuality (3)** **AU**  
 A study of the multiple aspects of sexuality within a framework of Christian values.
- PSYC432 Research Methods II: Introduction (3)** **AU**  
 Asking researchable questions. Reviewing the literature. Hypothesis formulation. Research methodology emphasizes qualitative approaches but includes discussion of instrumentation, subject selection, data collection procedures, and informed consent. Writing assignments include theoretical essay, pilot study, second pilot study, and journal research.  
Prerequisite: BHSC230 or STAT285
- PSYC433 Research Methods III: Advanced Research Design-Experimental and Survey (3)** **AU**  
 The principles of designing, administering, interpreting, and writing experimental research, questionnaires, and interview schedules. Survey also focuses on coding procedures and scale construction. Structured around a research project and the interpretation of scientific reports and professional journals. Lab schedule will be arranged.  
Co-requisite: PSYC434  
Prerequisites: BHSC230 or STAT285 and PSYC432
- PSYC434 Research Methods IV: Advanced Statistical Analysis and SPSS (3)** **AU**  
 A study on advanced parametric and non-parametric techniques such as two-way ANOVA, regression, and power. The utilization of SPSS in the analysis and interpretation of statistical data. An analysis of professional journals and reports with an emphasis on statistical reasoning.  
Co-requisite: PSYC433 Prerequisites: BHSC230 or STAT285 and PSYC432
- PSYC438 Workshop (1-3)** **AU**  
 Provides an opportunity to study in a focused area of psychology. A paper may be required for one credit. A paper is required for two or three credits.
- PSYC445 Cognitive Psychology (3)** **AU**  
 A study of how people use and acquire knowledge with emphasis on how

people receive, think, remember, store information, solve problems, and acquire and use language. A weekly lab focuses on experimental techniques that have been used to examine mental processing.  
Prerequisite: PSYC101 Introduction to Psychology or PSYC180

- PSYC449 Neuropsychopharmacology (3) AU**  
A study of the mechanisms of actions of psychotropic agents and how they affect human perception and behaviors. Emphasis is placed on the organization and function of the nervous system and the molecular and biochemical basis of drugs used to treat behavioral and clinical disorders.  
Prerequisite(s): PSYC 101 or PSYC 180; BIOL 221, BIOL 222 or BIOL 165, BIOL 166.
- PSYC450 Social Psychology (3) AU**  
A study of human behavior within a group context. Included are attitudes, social roles, collective behavior, and the dynamic aspects of human interaction.  
Prerequisite: PSYC101 Introduction to Psychology and two other behavioral science courses
- PSYC454 Theories of Personality (3) AU**  
Integrates sub-fields of psychology to enhance understanding of individual personality.  
Prerequisite: PSYC101 Introduction to Psychology
- PSYC460 Psychology of Abnormal Behavior (3) AU**  
A study of deviant human behaviors and theories of causation and remediation.  
Prerequisite: PSYC101 Introduction to Psychology
- PSYC465 Physiological Psychology (3) AU**  
Introduces the biological bases of behavior. Examination of the neuroanatomical and physiological foundations of such topics as the mind/body problem, the development of language and learning, sexual behavior, recovery from brain damage, and psychopathology.  
Prerequisite: PSYC101 Introduction to Psychology
- PSYC471 Behavior Modification (3) AU**  
The theory and techniques of behavior change utilizing principles of conditioning. Applications relevant to health-centered and educational settings are emphasized.  
Prerequisite: PSYC101 Introduction to Psychology
- PSYC480 Field Experience (1-8) AU**  
Supervised field placement in a human services setting must be approved in advance by the department chair. A minimum of 45 hours of fieldwork activity is required for each credit. Consult staff before registering. Open only to departmental majors. Repeatable to 8 credits.
- PSYC486 Psychological Assessment (3) AU**  
Theory and practice in individual and group testing in the areas of intelligence, aptitude, achievement, personality, and interest. Evaluation of tests and other instruments of measurement with a focus on their worth and

limitations. A lab fee may be required.

Prerequisite: PSYC101 Introduction to Psychology, BHSC230 Research Methods I, or STAT285 Elementary Statistics.

- PSYC495 Independent Study/Readings in Psychology (1-3) AU**  
Individual assignments and/or reports and/or individualized research in psychology on a contract basis with no more than 3 credits per semester. Students may repeat or take any combination of departmental independent study courses up to 6 credits. Consult staff before registering.
- RELB111 Introduction to Old Testament (3) AU HKAC**  
An introduction to the writings and theology of the Old Testament within their near eastern cultural, geographical, and historical backgrounds.
- RELB112 Introduction to New Testament (3) AU HKAC**  
An introduction to the writings and theology of the New Testament within their Jewish and Greco-Roman cultural, geographical, and historical backgrounds.
- RELB210 Jesus in His Time and Ours (3) AU HKAC**  
Details the mission, the message, and the meaning of Jesus Christ for His day and for ours. What about the Christian story captured the attention of so much of world history? Also examines the connection between Christ's first Advent and His second. Prerequisite: RELT100
- RELB216 Law and Writings of the Old Testament (3) AU HKAC**  
An introduction to The Pentateuch and the "Writings" (historical books, Psalms, and wisdom literature).
- RELB245 Hermeneutics (3) AU HKAC**  
An introduction to the presuppositions behind various interpretive approaches to the biblical text and application of the principles of interpretation to texts representing the various genres of the Old and New Testaments.
- RELB274 Prophetic Writings of the Old Testament (3) AU HKAC**  
An introduction to the prophets of the Old Testament and their writings. May be taught with specific emphasis on a particular book or theme.
- RELB335 Acts and Epistles (3) AU HKAC**  
Brief introduction to principles of New Testament interpretation; a study of Acts, the Pauline Epistles, Hebrews, and the General Epistles. Research paper may be required.
- RELB406 Studies in Daniel and Revelation (4) AU HKAC**  
Study of the background, content, and construction of these biblical books with emphasis upon the interpretation of prophecy, apocalyptic imagery, and symbols.
- RELG160 Topics (1) AU HKAC**  
Designed to add flexibility to the department offerings and to meet diverse student needs. Consult the class schedule for the current topic.

- RELG225 Introduction to Missions (3) AU HKAC**  
 An undergraduate religion course which explores the theology and practice of missions. The objective of the course is to understand God's mission in our world and to experience personal involvement in that mission. A long-term goal of the course is to create an experience through which God can inspire students to a lifetime of service and missions. The class experience includes intensive short-term missions exposure by means of a class tour. Note: Student missionaries are required to take a different missions course: RELP 325 - Preparation for Mission Service.
- RELG360 Topics (3) AU HKAC**  
 Designed to add flexibility to the department offerings and to meet diverse student needs. Consult the class schedule for the current topic. This course qualifies for a deferred grade when it requires research.
- RELH316 History of the Christian Church I (3) AU HKAC**  
 Surveys the internal and external developments and conflicts which Christianity has experienced in time and space from the time of Christ up to the Reformation. Special attention given to those developments that relate to Seventh-day Adventist theological heritage. Aims to enable the student to develop a broader historical perspective through which to see the outworking of the great controversy through the centuries, especially as it relates to issues the church faces today.  
Prerequisite: HIST117 or permission of instructor
- RELH330 History of Christianity in Asia (3) AU HKAC**  
 A survey of the history of the main Christian denominations in Asia today, modern movements and problems of national churches, and the process of indigenization with emphasis on China.
- RELH400 SDA History and Prophetic Heritage (3) AU HKAC**  
 An investigation of the background, rise, and development of the Seventh-day Adventist church in America and the world from its beginning until the present with special attention given to the historical role, ministry, and writings of Ellen G. White.
- RELP105 Introduction to Pastoral Service (1) AU HKAC**  
 An introduction for ministerial students to the various components of the pastoral calling and practicum. Open only to Theology majors.
- RELP200 Religion Forum (0) AU HKAC**  
 A weekly seminar giving instruction in the many aspects of ministering in churches. Required of all theology/religion majors. Students must register for this class each semester in residence.
- RELP235 Christianity in a World Context (2) AU HKAC**  
 An introduction to the status and role of Christianity and mission worldwide. Includes a brief history of Christian mission, current facts about mission needs, Christian and mission relationships to world religions, political ideologies, national development, and non-Western cultures.

- RELP240 Personal Witnessing (2) AU HKAC**  
 Acquaintance with the dynamics of Christian witnessing in the neighborhood, at work, and in the friend-to-friend approach of personal Bible study. Christ's example of witnessing is highlighted.
- RELP325 Preparation for Mission Service (2) AU HKAC**  
 An orientation to the knowledge, skills and attitudes necessary for successful mission service. This class is the required preparation for student missionaries and fulfills 2 credits of the General Education religion requirement.
- RELP330 Homiletics –Introduction to Preaching (2) AU HKAC**  
 Lays the foundation for biblical sermon construction and delivery. This class is a prerequisite for all other homiletics courses and is a requirement for all religion/theology majors. Weekly lab required.
- RELP335 Foundation of Youth Ministry (1) AU HKAC**  
 Designed for the youth specialist who wishes to work as a youth pastor, youth director, academy Bible teacher, or in any other youth-training capacity.
- RELP336 Homiletics – Expository Preaching (1) AU HKAC**  
 Addresses the crucial nature of expository preaching, stressing proper principles of interpreting and applying the text to practical life. Weekly lab required. Prerequisite: RELP330
- RELP337 Homiletics – Contextualized Preaching (1) AU HKAC**  
 Explores the dynamics of effective preaching to a particular cultural group with an emphasis on the distinctive homiletical, rhetorical, and cultural qualities required for the effective proclamation of the Gospel to each group. Weekly lab required.  
Prerequisite: RELP330
- RELP338 Homiletics – Evangelistic and Special Events Preaching (1) AU HKAC**  
 Addresses the needs of special preaching events such as evangelistic crusades, weddings, funerals, and dedications. Weekly lab required.  
Prerequisite: RELP 330
- RELP340 Strategies for Service (2) AU HKAC**  
 Creates the vision that all Christians can serve in mission. Shows how to witness in cross-cultural situations and introduces students to ways they can do mission in any occupation. Alternate forms of mission like tent-maker ministries, nonresident missionaries, urban ministry, and work with refugees and foreign students are addressed.
- RELP350 Evangelism (3) AU HKAC**  
 Students will prepare and conduct public evangelistic meetings. Different contexts will be chosen in different years. Students will study and reflect on the role of public evangelism in the mission of the church in various cultural settings. Prerequisite: RELP 330



- RELP400 Senior Seminar: Health Professions (3) AU HKAC**  
A capstone seminar for health profession majors which addresses theoretical and practical spiritual issues pertaining to those working in the health professions.
- RELP441 Introduction to Pastoral Ministry (2-3) AU HKAC**  
A study of the minister as a leader of worship, as a nurturing pastor, as an administrator of the church, and as an evangelist.
- RELP482 Ministerial Candidacy Seminar (1) AU HKAC**  
Intended to help ministerial students explore practical issues in connection with their call to pastoral ministry. It also aids in the preparation of the ministerial candidacy portfolio required of the students taking this class. Open only to Theology majors during their senior year.
- RELP485 Pastoral Ministry (3) AU HKAC**  
A study of the principles of leadership as applied to pastoral ministry, in particular with regard to the minister as leader of worship, as nurturing pastor, as administrator of the church and as evangelist. This class summarizes and assesses the practical ministry portfolio developed by the student during the course of study.  
Prerequisite: RELP 240, RELP 330, RELP 350
- RELT100 God and Human Life (3) AU HKAC**  
How God confronts human beings—includes the process of revelation, principles of interpreting Scripture and similarly inspired material, the nature of God and His expectations for humans, and the evaluation of these concepts as presented in Scripture and the classic literature of various religions.
- RELT225 Doctrines of the Adventist Faith (3) AU HKAC**  
Defines and clarifies the Biblical doctrines of the Seventh-day Adventist faith, distinguishing them within the background of the Judeo-Christian tradition. Students can earn general education credit in either RELT225 or 226, but not in both.  
Prerequisite: RELT100 God and Human Life
- RELT250 Personal Spirituality and Faith (3) AU HKAC**  
A study of the Biblical perspective on the act of faith and the life of faith. How does a person begin and nurture one's own personal spiritual and devotional life? Also studies the meaning of spiritual nurture in various lifestyle and work settings. Personal spiritual growth is fostered through involvement in organized church activities and/or witnessing outreach.  
Prerequisite: RELT100 God and Human Life
- RELT325 Theology I (3) AU HKAC**  
A continuation of RELT 100. Study of nature, sources, and methods of theology; the doctrines of God and his works (the Trinity, creation, providence, law, and Sabbath), Christ, the Holy Spirit, and human beings. Research paper may be required. Student can earn general education credit

in either RELT 225 or RELT 325, but not in both.

Prerequisite: RELH 400

- RELT326 Theology II (3) AU HKAC**  
Study of the doctrines of Christ and salvation (nature and works of atonement), the church (characteristics, ministry, and mission), sanctuary and Christ's heavenly ministry, and eschatology from a distinct Seventh-day Adventist perspective. Research paper may be required.  
Prerequisite: RELT 325
- RELT340 Religion and Ethics in Modern Society (3) AU HKAC**  
Considers how the Judeo-Christian tradition confronts the moral complexities of a highly technical society. Are there universal absolutes that cross all cultural boundaries, or are all values relative? Designed to help students articulate what molded their value system and what should help to shape it. Students are expected to participate in some organized church/civic/social service activities. Student can earn general education credit in RELT340.  
Prerequisite: RELT100 God and Human Life
- SOCI119 Principles of Sociology (3) AU HKAC**  
A study of the development of sociology as a social science, some concepts and ideas associated with the study of human behavior, and an overview of the principles, terms, and concepts in the discipline.
- SOCI415 Substance Abuse in American Society (2) AU HKAC**  
An overview of substance-use terminology, historical issues, definitions, epidemiology, consequences, and drugs of abuse within an American cultural and historical framework.
- SOCI425 Racial and Ethnic Relations (3) AU HKAC**  
A study of the distinctive racial and cultural minorities in American society with an emphasis on problems and adjustments within the larger society.
- STAT285 Elementary Statistics (3) AU HKAC**  
A study of basic descriptive and inferential statistics, including elementary probability and probability distributions, statistical inference involving binomial, normal, and t-distributions, and hypothesis testing.

## REMEDIAL COURSE DESCRIPTIONS

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credits For</u>
<b>ENSL054</b>	<b>English Through Music and Drama (4)</b> This course is designed to provide students with the opportunity to experience English through avenues that engage and entertain such as music and drama. It seeks to continue the process of building up each student's confidence level in the usage of the English language, individually and as part of a group, using the stage as a platform.	<b>HKAC</b>
<b>ENSL060</b>	<b>English Through Journalism (4)</b> This course is designed to guide the student who has not passed at an acceptable level in either the TOEFL or IELTS examinations towards a more proficient use of English by immersion in the journalistic process and exploration of materials by the professional world of media. This is done through the exposure and involvement of the student in news-reporting activities, thus facilitating his/her development in the areas of speaking, writing, reading, and listening.	<b>HKAC</b>
<b>ENSL061</b>	<b>English Through Film and Literature (4)</b> This course is designed to guide the student towards a more proficient use of English by immersion in reading literature materials simplified at the appropriate level and watching of movies and films based on these books. This is done through activities that involve comprehension, analysis, lectures, classroom reading, quizzes, and written essays, thus facilitating his/her development in the areas of speaking, writing, reading and listening.	<b>HKAC</b>
<b>ENSL070</b>	<b>iBT (TOEFL) Preparatory Course (4)</b> This course is designed to provide further instruction and practice in the taking of the iBT (TOEFL) for student whose language proficiency is below a score of 50. The student will receive instruction, practice and advice on strategies for a good performance on the iBT. This course aims at helping students to pass iBT with a score of at least 80.	<b>HKAC</b>
<b>ENSL071</b>	<b>IELTS Preparatory Course (4)</b> This course is designed to provide practical training in all aspects of English communication (listening, reading, writing, and speaking) that is required in IELTS, so that it is sufficient for students to take the test and go further to tertiary study with advanced English language capacity.	<b>HKAC</b>
<b>ENSL074</b>	<b>Listening and Speaking Skills (4)</b> This course is designed to provide a non-native English speaker opportunities which can help him/her become an effective listener and speaker through interactive means, using a variety of contexts.	<b>HKAC</b>

- ENSL075 Introduction to Grammar (4) HKAC**  
 This course is designed to provide an overview of English grammar. It is divided into morphology and syntax giving the student the necessary background to handle more advanced English course at the tertiary level.
- ENSL080 Comprehensive English I (6) HKAC**  
**ENSL081 Comprehensive English II (6) HKAC**  
 This course is designed to provide personal development and training in all aspects of English communication especially reading and writing, and preparing students for entry to further language study requiring advanced English language capability. These are sequential courses so students may not register directly to level II.
- ENSL090 Proficiency English I (4) HKAC**  
**ENSL091 Proficiency English II (4)\* HKAC**  
 This course is designed to provide personal development and higher training in all aspects of English communication especially reading and writing, and preparing students for entry to further tertiary study requiring advance English language capability. These are sequential courses so students may not register directly to level II.  
Prerequisite: For ENSL090 - IELTS 5.5 or iBT 61 – 78 ;  
 For ENSL091- Completion of ENSL090 with at least a D grade.
- ENSL095 Reading Comprehension (4) HKAC**  
 This course is designed to guide students in understanding how to read a variety of texts and identify any inferred messages. The course will explore the components of texts and their genre. Student will also learn the SQ3R approach to reading.
- ENSL096 English Writing (4) HKAC**  
 This course is designed to provide an overview of different English genres in English academic writing, so that it is sufficient for entry to further tertiary study requiring advanced English language capacity.

# DIPLOMA IN PRE-UNIVERSITY STUDIES COURSE DESCRIPTIONS

## CORE COURSES

### **ARTD040 Creative and Performance Arts I (2)**

The objective of the module is to provide students with increased self-confidence in their spoken English and general presentation skills. The module is intended to teach basic public speaking, acting, and self and peer evaluation. The module focuses on understanding the processes of creative work, practicing the techniques of performance, and exercising critical thought when responding to an artistic performance.

### **ARTD041 Creative and Performance Arts II (2)**

The objective of the module is to provide students with increased self-confidence in their presentation skills and ability to administer individual and group projects. The module is intended to teach communication skills, creative project management, and self and peer evaluation. The module focuses on implementing the processes of creative work, practicing the techniques of performance and event management, and exercising critical thought when evaluating performance and management progress and outcomes.

### **BHSC040 Life Skills I (1)**

This course is designed to enhance students' personal and social worldview as well as prepare them for successful transition to tertiary level programme and career choice. Students will learn management skills and responsibilities as well as skills on making appropriate choices in life. Apart from these, students will also learn interpersonal social skills.

### **BHSC041 Life Skills II (1)**

This course is designed to give students a prelude to the challenges and requirements of university education. It comprises of fundamental skills such as learning strategies including time-management, public and interpersonal communication, problem-solving, critical thinking, goal-setting as well as acquisition of knowledge and skills in general education to equip them for better services to the community.

### **CHIN040 Foundation Chinese I (3)**

本課程學習內容可概括為閱讀、寫作、聆聽、說話、文學、中華文化、品德情意、思維和語文自學等學習範疇。課程以單元為單位，透過不同的學習活動，融通各項學習範疇，讓學生掌握有關的學習重點。教學活動以讀寫聽說為主導，結合不同生活情境，讓學生養成自學的能力，全面提升語文素養。

### **CHIN041 Foundation Chinese II (3)**

本課程學習內容可概括為閱讀、寫作、聆聽、說話、文學、中華文化、品德情意、思維和語文自學等學習範疇。課程以單元為單位，透過不同的學習活動，融通各項學習範疇，讓學生掌握有關的學習重點。教學活動以讀寫聽說為主導，結合不同生活情境，讓學生養成自學的能力，全面提升語文素養。

- CNCS040 Introduction to Chinese for Non-Chinese Speaker I (3)**  
**CNCS041 Introduction to Chinese for Non-Chinese Speaker II (3)**  
 This course is designed for students with no or with very limited background in Chinese language. The primary focus is on conversational skills with emphasis on competence and accuracy. Students will learn listening and speaking skills using creative approaches including song and drama presentations in addition to class lectures. Basic Chinese culture, customs, and traditions are also covered.
- ENGL040 Advanced English I (6)**  
**ENGL041 Advanced English II (6)**  
 This course is designed to equip students with the necessary language skills to pursue their studies at the tertiary level as well as for basic communication required for entry-level jobs. Coverage include writing, reading, grammar, listening, and speaking appropriate for academic and business purposes.
- INFS040 Computer Technology I (1)**  
**INFS041 Computer Technology II (1)**  
 This module aims to help students develop and secure the attitudes, skills, and knowledge needed to live, learn, and work effectively in today's technological society.
- This module exposes students to experience, enjoy, value, understand and appreciate the role of computer technology in human affairs.
- After successful completion of the module students are expected to be able to use current technology as a tool for organization, communication, research, and problem solving.
- The module will widen the students' awareness of the range of disciplines in the field of computing science to facilitate their choice of degree and career paths. It also aims to develop students' abilities to become autonomous learners and so be prepared for associate and baccalaureate programs.
- MATH040 Mathematics Competences I (2)**  
**MATH041 Mathematics Competences II (2)**  
 The module aims at establishing a common level of math skills for all students, smoothing out their individual entry levels.
- Mathematics Competencies provides students the opportunity to study traditional topics from algebra, geometry, probability, and statistics in a problem-centered, connected approach in preparation for associate and baccalaureate programs.
- PEAC040 Physical Education I (1)**  
**PEAC041 Physical Education II (1)**  
 To teach students basic fitness principles, theories, and sport skills through physical activities.
- RELB040 Understanding Christianity I (2)**  
 This course is an introduction to major world religions and contemporary expressions of their faith. It aims to bring understanding of how major religions

implement their beliefs with reference the current ethical issues of the modern society. It is to help students more easily accept differences.

**RELB041 Understanding Christianity II (2)**

This course is a continuation of Religion and Ethics I. Students will learn the basic Biblical background and cultures as well as the teaching of Jesus Christ. Approaches to social and ethical issues will be based on the fundamentals of Christian beliefs.

**ELECTIVES**

**BSAD040 Understanding Business (4)**

This course aims to provide students with an understanding of the business environment and business activities. Students will learn about the dynamics of business and economics, business ethics and social responsibility, business in a borderless world, options for organizing businesses, small business management and the nature of management. Further, students will learn basic concepts and applications in the areas of human resources management, marketing, accounting and finances.

**ENGL050 Readings in Literature (4)**

This course is designed to encourage appreciation of world literature as a critical reader. Reader will involve in critical reading, writing and discussion of selected texts taken from literatures around the world.

Examinations of short stories and novels from various cultures are included to expand the reader's perspectives and understanding man's thought of the world around him/her.

**HLED040 Healthy Living(4)**

This course is an introduction to broad standards that serve as a foundation for tertiary level health courses for students who wish to pursue their studies in the health discipline and provide fundamental principles for entry level jobs in any institutions that provide health or academic services. Units included studies in health care communication systems, legal responsibilities, ethics, teamwork, and safety practices.

**INFS050 Graphic Design (4)**

The module aims to introduce students to what graphic design is and the design process. The basic elements, principles and process of graphic design will be explored.

This module allows students to learn how to apply the design basic to create graphic design solutions through the problem-solving approach.

After successful completion of the module students are expected to use different typefaces, graphics, layout and special effects to communicate visually desired effects, type forms, create logos, business cards, brochures, newsletters, design simple web pages and edit digital graphic data.

The module will provide a range of opportunities for creative problem solving

within practical constraints. It also aims to develop students' abilities to become autonomous learners and so be prepared for associate and baccalaureate programs,

**PSYC040 Everyday Psychology (4)**

This is an introduction to the fundamental principles of psychology in context of personal and social issues that students may encounter in their daily lives. By the end of this course, students will have basic understanding of theories in development, personality, learning, memory, health psychology, etc. More importantly, students will be able to appreciate the relevance of psychology in everyday life, and gain a better understanding and acceptance of self and others.

**RELG040 Moral Issues in Modern Society (4)**

This course aims to bring understanding of how major religions implements their beliefs with reference the current ethical issues of the modern society. It is to help students more easily accept differences.



# ONE-YEAR CERTIFICATE IN ACCOUNTING

## COURSE DESCRIPTIONS

### **ACCT032,032 Book-keeping and Accounts I,II (3, 3)**

The objective of this course is to prepare students to sit for the LCCI Level 2 Bookkeeping & Accounts Examination.

1. Prepare journal entries and ledger accounts by using the double entry system
2. Prepare final accounts for sole traders
3. Make year end adjustments for the accounts
4. Prepare accounts for a partnership in relation to its creation, the retirement of a partner, the admission of a new partner, its dissolution and its sale as a going concern
5. Prepare final accounts for partnerships, limited companies
6. Demonstrate how accounts are prepared for a business that has not maintained proper accounting records
7. Prepare manufacturing accounts
8. Demonstrate an understanding of the concept of determining stock valuation
9. Prepare control accounts for sales and purchases
10. Correct errors in accounts and show the use of a Suspense Account
11. Demonstrate how to use final accounts for the purpose of the calculation and interpretation of ratios
12. Recite the knowledge learnt in the course of Bookkeeping & Accounts I

### **ACCT034,035 Computerized Book-keeping I,II (3,3)**

The objective of this course is to prepare students to sit for the LCCI Level 2 Bookkeeping & Accounts Examination.

Use the computerized accounting software to:

1. set up yearly company data and making journal and ledger entries
2. process routine payments and receipts
3. produce appropriate accounting reports for management purposes.

### **ACCT037,038 Cost Accounting I,II (3,3)**

The objective of this course is to prepare students to sit for the LCCI Level 2 Cost Accounting Examination.

1. Develop a detailed understanding of how financial transaction data may be processed to provide cost accounting data
2. Develop a basic understanding of how cost accounting information can be used for the purposes of planning and control within business organisations
3. Develop the ability to apply this understanding of planning and control in a variety of business settings

**ENGL030,031 English for Business I,II (3,3)**

The objective of this course is to prepare students for better communication in English both orally and in written form.

1. use proper English grammar in his/her communication;
2. identify sentence fragments and run-ons and correct them;
3. understand the use of various mechanics.
4. be confident in the use of English language and use it whenever opportunities apply.
5. use proper English grammar in his/her communication;
6. write various types of business correspondences;
7. use English in simulated office communication;
8. do journal entries appropriate to business related subjects.

**CHIN030,031 Practical Chinese I,II (3,3)**

To reinforce and strengthen students' abilities to understand and to express in Chinese language, so as to coordinate with and elevate students' learning in their major.

鞏固及加強學生對中文的理解及表達能力，以配合並提升其主修學科的學習。

## ADMINISTRATION PRESIDENT OF HONG KONG ADVENTIST COLLEGE

Ida Elizabeth THOMPSON	譚愛德	1904 – 1905
Edwin Hymes WILBUR	鄔爾播	1905 – 1911
A. L. HAM	許華欽	1915 – 1917, 1922 – 1925, 1929 – 1931
Harry B PARKERS	柏加德	1917 – 1922
Lyle C WILCOX	衛理覺	1925 – 1928, 1931 – 1934
SUM M. Y.	沈文墉	1928 – 1929
LEUNG H. S.	梁慶燊	1923 – 1938, 1942 – 1949, 1950 – 1952
Paul Elmore QUIMBY	孔保羅	1938 – 1939
Cameron Arthur CARTER	柯德邇	1939 – 1941
Thomas Sinclair GERATY	葛立德	1949 – 1950
LEI Tat Ming	李達明	1952 – 1953
Delbert W CURRY	君義理	1953 – 1962
YOUNG Chien Sheng, Samuel	楊健生	1962 – 1968, 1973 – 1978
LEE Ming Dao	李明道	1968 – 1971
D. K. BROWN	布樂恩	1971 – 1972
Wilbur K NELSON	寧爾生	1972 – 1973
Charles H. TIDWELL, Sr.	惕德偉	1978 – 1981
WONG Yew Chong	黃有祥	1981 – 1983
HSU King Yi, Eugene	徐精一	1984 – 1986
Rudolf E KLIMES	高仁德	1986 – 1989
LUKE Hing Tat, Handel	陸慶達	1989 – 1991
LI Po Wen, Roger	李博文	1991 – 1995
CHUAH Gim Teng, Daniel	蔡錦程	1996 – 2000, 2001 – 2011
Sally LAM-PHOON Chow Hin	林秋軒	2000 – 2001
David BISSELL	費大衛	2001 – 2001
CHUAH Kim Liang, Samuel	蔡錦亮	2011 – 2015
CHEUNG King Fai, Daniel	張擎輝	2015 – Present

## **BOARD OF DIRECTORS**

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President, Chinese Union Mission

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President, Hong Kong Adventist College

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Dr. CHOI Kit Chun, Barbara	Education Director, Chinese Union Mission
Mr. CHOY Wung Chun, William	Former Senior Inspector, Education Bureau
Pastor CHAM Chi Fan, Heywood	President, Hong Kong-Macao Conference of SDA
Mr. FUSTE, Roberto	Layman
Mr. HAO Lai En	Youth Ministries Director, Chinese Union Mission
Dr. JIAO Wang Xin, Daniel	Executive Secretary, Chinese Union Mission
Mr. LAN, Alex	CEO, Hong Kong Adventist Hospital
Pastor LEE Choke Woh	Ministerial Director, Chinese Union Mission
Dr. LEUNG Yee Tak, Andrew	Chairman, Social Enterprise Ltd
Mr. POON, Anthony	Layman
Dr. TAM Wai Ming, Frank	Principal, Hong Kong Adventist Academy
Ms. WONG Chung Yan, Grace	Principal, Kowloon Sam Yuk Secondary School
Dr. YU Cheong Ning, Lawrence	Principal, Taipo Sam Yuk Secondary School

### **STANDING INVITEES**

Academic Dean, Hong Kong Adventist College  
Business Manager, Hong Kong Adventist College  
Faculty Representative, Hong Kong Adventist College

# MANAGERIAL PERSONNEL

## ADMINISTRATION

### President

*CHEUNG King Fai, Daniel*

### Academic Dean

*SHUM Chiu Kin, Sam*

### Business Manager

*YEUNG Pak Nin, Hosea*

### Dean of Students

*CHAN Siu Yung, Bervinda*

## ACADEMIC ADMINISTRATION

### {xe "DIVISION CHAIRPERSONS"} DEPARTMENT CHAIRS

#### Business

*YA'ANG, Henry*

#### General Education

*CHUA Shian Wee, Simon*

#### Health

*CHOW-PAK Yu, Charlene*

#### Nursing

*CHEUNG-HO Kwok Chun, Corjena*

#### Psychology

*WONG Chung Chi, Priscilla*

#### Religion

*CHUAH Gim Teng, Daniel*

### {xe "HKAC/WWC AFFILIATION PROGRAM"} ACADEMIC ADMINISTRATIVE ASSISTANT

#### Registrar

*YA'ANG, Henry*

#### Librarian

*MA Kit Ming, Katerina (Acting)*

## **HKAC & AU AFFILIATION PROGRAM**

**Director of Off-campus Programs**  
**Andrews University**  
*JONES, Carolina*

**Director of Affiliation**  
**Hong Kong Adventist College**  
*CHEUNG King Fai, Daniel*

{xe "ACADEMIC SUPPORT"}{xe "Student Services"} **STUDENT SERVICES**

**Chaplain**  
*SEO Sekwang, Ben*

**Student Activity Coordinator**  
*CHUAH Tsi Li, Jeriel*

**Campus Nurse**  
*CHAN Siu Yung, Bervinda*

**Dormitory Deans**  
*MA Kit Ming, Katerina (Dean of Women)*  
*CHUAH Tsi Li, Jeriel (Dean of Men)*

**Director of Food Services**  
*TONG Chi Yuen, Joseph*

**Director of Plant Services**  
*LAU Wing Chong, John*

# INSTRUCTIONAL FACULTY

## (Full-time + Part-time)

### **BRONDO, Bart Poce Flores**

Part-time Assistant Professor (Music)  
Bachelor of Secondary Education (English)  
Master of Music (Choral Conducting)

Mountain View College ( Philippines), 2008  
St. Paul University (Philippines), 2014

### **CHAN Siu Yung, Bervinda**

Assistant Professor (Health & English)  
Diploma of Applied Science in Nursing  
Bachelor of Nursing  
Master of Nursing  
Master of Arts in English Language Teaching

Avondale College (Australia), 1991  
La Trobe University (Australia), 1993  
University of Technology(Australia), 1995  
Nottingham Trent University (UK), 2007

### **CHEUNG King Fai, Daniel**

Assistant Professor (Mathematics & Statistic)  
Bachelor of Science in Mathematics & Secondary Education  
Master of Arts in Mathematics  
Master of Science in Applied Statistics  
Doctor of Philosophy in Statistics

Andrews University (USA), 1980  
Andrews University (USA), 1982  
Western Michigan University (USA) 1984  
Western Michigan University (USA) 1997

### **CHEUNG-HO Kwok Chun, Corjena**

Professor (Nursing)  
Bachelor of Arts (Nursing)  
Master of Science (Nursing Administration)  
Doctor of Philosophy (Nursing)  
Post-Doctoral Fellow (Gerontological Nursing)

College of St. Catherine (USA), 1987  
University of Minnesota (USA), 1993  
University of Minnesota (USA), 2005  
University of Minnesota (USA), 2010

### **CHIM Yuet Ching, Anna**

Assistant Professor (Psychology)  
4-year Diploma (Religion)  
Certificate of Clinical Pastoral Education  
Master of Arts in Professional Counselling  
Master of Arts in Educational Psychology  
Doctor of Philosophy in Counselling Psychology

Hong Kong Adventist College,, 1998  
Hong Kong Bethel Seminary, 2005  
Olivet Nazarene University (HK campus), 2009  
Andrews University (USA), 2014  
Andrews University (USA), 2017

### **CHOW-PAK Yu, Charlene**

Assistant Professor (Health)  
Diploma in Nursing  
Bachelor of Health Science  
Master of Public Health  
Master of Arts in Chinese Language & Literature

Hong Kong Adventist Hospital School of Nursing, 1987  
University of Newcastle (Australia), 1991  
Loma Linda University (USA), 1999  
The Hong Kong Polytechnic University, 2011

**CHUA Shian Wee, Simon**

Associate Professor (English)  
Bachelor of Science in Education  
Bachelor of Arts in English  
Master of Arts in Education, Curriculum Instruction

Southeast Asia Union College (Singapore), 1983  
Andrews University (USA), 1994  
Andrews University (USA), 1994

**CHUAH Gim Teng, Daniel**

Associate Professor (Religion)  
Bachelor of Theology  
Master of Arts in Religion  
Master of Divinity  
Doctor of Philosophy in Religious Education in School  
and Church Settings

South China Union College (HK), 1972  
SDA Theological Seminary(Philippines), 1977  
SDA Theological Seminary(Philippines), 1979  
Andrews University (USA), 1992

**CHUI Ka Lok**

Part-time Instructor (Health)  
Bachelor of Social Science, Sport & Recreation  
Leadership  
Master of Science, Exercise Science

Hong Kong Baptist University (Hong Kong), 2010  
Chinese University of Hong Kong, 2014

**FONG Suk Yin, Josephine**

Part-time Instructor (Sociology)  
Bachelor of Social Sciences (Hons) in Sociology  
Master of Social Sciences in Sociology  
(Criminology)

Hong Kong Baptist University, 2010  
The University of Hong Kong, 2012

**HEUNG, Airlie Maria**

Instructor (English)  
BA Hons English Language and Literature  
B.Ed. Hons English Language  
Masters of English Literary Studies

Hong Kong Baptist University, 2009  
Hong Kong Baptist University, 2009  
University of Waterloo (Canada), 2015

**KI Wing Yin, Barry**

Part time Assistant Professor (Physical Education)  
Bachelor of Social Sciences in Social Work  
Postgraduate Diploma in Education (Liberal  
Studies)  
Master of Counseling  
Postgraduate Diploma in Education(Physical  
Education)  
Master of Science

City University of Hong Kong, 2006  
The University of Hong Kong, 2008  
Monash University (Australia), 2010  
Hong Kong Baptist University, 2013  
Emporia State University (USA), 2015

**KWOK Sze Chai, Charles**

Part-time Assistant Professor (Mathematics)  
Bachelor of Science in Mathematics  
Postgraduate Diploma in Education (Mathematics)  
Master of Science in Mathematics Education

University of Hong Kong, 2007  
University of Hong Kong, 2008  
Chinese University of Hong Kong, 2016



**LAU Chung Leung, Charles**

Part-time Assistant Professor (Biology & Chemistry)

Bachelor of Science in Biology

Doctor of Philosophy in Biology

Iowa State University (USA), 1987

Kansas State University (USA) 1992

**LIANG, Onn**

Associate Professor (Religion)

Bachelor of Theology

Master of Ministry

Master of Theology

Doctor of Ministry

Doctor of Philosophy, Marital Family Therapy

Southeast Asia Union College (Singapore), 1977

Singapore Trinity Theological College, 1986

Adventist International Institute of Advanced Studies (Philippines), 1992

Western Theological Seminary (USA), 2001

Loma Linda University (USA), 2009

**LEE Tak Kin**

Part-time Assistant Professor (Chinese Language and Chinese History)

BA (Chinese Language & Literature)

MPhil

Doctor of Arts (Chinese History)

Hong Kong Baptist University, 1994

Sun Yat-sen University Guangzhou (China), 2004

New Asia Institution of Advanced Chinese Studies, 2005

**LEE Yee Ping**

Part-time Assistant Professor (Psychology)

BA

MA

Doctor of psychology (Clinical Psychology)

City University of New York (USA), 2005

New York University (USA), 2008

Alliant International University, 2017

**MA Kei, Freddie**

Instructor (Accounting)

Bachelor of Science (Major in Accounting, Finance- Investments; Minor in Business Administration)

Postgraduate Diploma in Accountancy

Master of Accountancy

Winona State University (USA), 1997

Lingnan University (Hong Kong), 2013

Lingnan University (Hong Kong), 2014

**NG Man Him, Kelvin**

Part-time Assistant Professor (Psychology)

Bachelor of Science in Applied Physics

Master of Philosophy

Postgraduate Diploma in Psychology

Bachelor of Social Science in Psychology

Postgraduate Diploma in Education

Certificate in Counseling and Guidance

Master of Arts in Education – Psychology of Classroom Learning

City Polytechnic of Hong Kong (Hong Kong), 1992

The University of Hong Kong (Hong Kong), 1996

The Chinese University of Hong Kong (Hong Kong), 1999

The Open University of Hong Kong (Hong Kong), 2002

The Chinese University of Hong Kong (Hong Kong), 2003

The Chinese University of Hong Kong (Hong Kong), 2004

The University of Hong Kong (Hong Kong), 2006

**PANG Ka Man**

Part-time Lecturer (Computer)

Bachelor of Science (Hons) – Applied Computing

Master Degree in Computer Science

Open University of Hong Kong, 1996

City University of Hong Kong, 1999

**PANG Yu Yan**

Part-time Assistant Professor (Psychology)  
Higher Diploma in Textile Technology  
BSc (Psychology & Sociology)  
PGD in Education – Putonghua & Maths  
PhD in Social Science – Religious Studies  
MA in Chinese Language & Literature

The Hong Kong Polytechnic University (Hong Kong), 1990  
The University of Wales (United Kingdom), 1993  
The University of Hong Kong (Hong Kong), 1997  
The University of Hong Kong (Hong Kong), 2007  
The City University of Hong Kong (Hong Kong), 2009

**SHUM Chiu Kin, Sam**

Associate Professor (Chemistry)  
Bachelor of Science in Chemistry & Mathematics  
Master of Science in Physical Chemistry  
Doctor of Philosophy in Analytical Chemistry

Union College (Lincoln, Nebraska), 1981  
University of Nebraska - Lincoln, 1983  
Iowa State University (Ames, Iowa), 1993

**TIN Shun Kam**

Part-time Lecturer (History)  
BA (History)  
Postgraduate (History)  
MSc (General Education/Liberal Studies)

San Francisco State University, 2000  
University of Hong Kong, 2003  
Chinese University of Hong Kong, 2010

**WONG Chan Fai, Steven**

Part-time Lecturer (Physics)  
Bachelor of Science (Physics)  
Master of Science (Physics)  
Doctor of Philosophy (Physics)

National Tsing Hua University (Taiwan), 2005  
National Tsing Hua University (Taiwan), 2005  
University of Durham (United Kingdom), 2012

**WONG Chung Chi, Priscilla**

Assistant Professor (Psychology)  
4-year Diploma in Social Science  
Bachelor of Arts in History, Minor in Behavioral Science  
Master of Arts in Education – Education & Development  
Psychology

Hong Kong Adventist College (Hong Kong), 1986  
Andrews University (USA), 1993  
Andrews University (USA), 1993

**YA'ANG, Henry**

Assistant Professor (Business)  
4-year Diploma in Business Administration  
Bachelor of Arts in Business Administration  
Master of Business Administration – Finance

Hong Kong Adventist College (Hong Kong), 1993  
La Sierra University (USA), 1995  
La Sierra University (USA), 1995

**YEUNG Pak Nin, Hosea**

Assistant Professor (Business)  
4-year Diploma in Business Management  
Bachelor of Business Administration – Accounting  
Master of Business Administration  
Canadian Certified General Accountants Association of  
HK (CGA)

Hong Kong Adventist College (Hong Kong), 1985  
Andrews University (USA), 1990  
Andrews University (USA), 1990  
Canadian Association of Canada, 1997

# ADJUNCT FACULTY

(Part-time)

## **ANG Yat Yau**

Bachelor of Science in Business Administration, Management	Walla Walla University (United States), 1990
Master of Science in Software Engineering	Andrews University (United States), 1994
Master of Health Administration	Loma Linda University (United States), 1997
Master of Divinity, Equivalent	Andrews University (United States)
Doctor of Ministry: Global Mission and Leadership	Andrews University (United States), 2007

## **BROUWER, Leendert**

Bachelor of Science: Civil Engineering	Hogeschool, The Hague (Netherlands), 1982
Master of Arts in Religion: Old Testament	Andrews University (United States), 1990
Doctorandus Theologie: Missiology	University of Leiden (Netherlands), 1992
DTh in Missiology: Urban Ministry	University of South Africa, 2016

## **BROUWER, Mary Louise**

Bachelor of Arts, Communication & Behavioral Sciences	Andrews University (United States), 1992
Master of Public Health in Administration	Loma Linda University (United States), 2000
Honours Bachelor of Theology in Christian Spirituality	University of South Africa, 2010

## **CHAN Chau Wai Sharon**

Associate of Science	Diablo Valley College, 2007
BSc in Nutritional Sciences-Dietetics	University of California, Berkeley (USA), 2009
MSc in Nutrition & Integrative Health	Maryland University of Integrative Health (USA), 2013

## **CHIA Huat Chai**

BA	Loma Linda University (California, USA), 1987
MDiv	Andrews University (Michigan, USA), 1993

## **CHIU Ki Kwan, Randy**

BA (Education)	Pacific Union College (California, USA), 1980
MA (Education/Counseling)	Andrews University (Michigan, USA), 1981
Certificate in Personnel Management	Hong Kong University (Hong Kong), 1985
Diploma Management in Executive Management	Chinese University of Hong Kong (Hong Kong), 1988
PhD (Educational Psychology)	Andrews University (Michigan, USA), 1993
Certificate in International HRM	University of Colorado (Colorado, USA), 1998
Certificate in Human Participant Protections	National Cancer Institute, 2008
Education for Research Teams	

**CHIU Man Jim, Samuel**

4-year Diploma In Theology  
Master of Pastoral Studies

Master of Divinity

Master of Theology

Doctor of Theology

South China Union College (Hong Kong), 1974  
SDA Theological Seminary, Far East (Manila, Philippines), 1987

Lutheran Theological Seminary (Hong Kong), 1993

South East Asia Graduate School of Theology (Singapore), 1997

Lutheran Theological Seminary (Hong Kong), 2003

**CHOI Kit Chun, Barbara**

Bachelor of Science  
Master of Public Health  
Doctor of Public Health

Southern Adventist College (USA), 1975

Loma Linda University (California, USA), 1977

Loma Linda University (California, USA), 1985

**CHUAH Kim Liang, Samuel**

Bachelor of Science in Mathematics  
Master of Arts in Economics  
Doctor of Economics

University of the Philippines, 1980

University of the Philippines, 1982

Washington State University, 1992

**DAVID, Diana**

Bachelor of Science in Education

Graduate Diploma in Teaching English as a  
Secondary Language

MPH in Health Education and Nutrition

Southeast Asian Union College (Singapore), 1979

Southern Australian University (Australia), 1987

Loma Linda University (United States), 1990

**LAU Chuen Chuen, Twinky**

Diploma in Computer Science  
4-year Diploma in Religion

Professional Diploma in Health Promotion and  
Health Education

Certificate in Youth Counseling

Master in Divinity

Chu Hai College (Macau), 1991

Hong Kong Adventist College (Hong Kong), 1998

The Chinese University of Hong Kong (Hong Kong), 2002

The University of Hong Kong School of Professional & Continuing Education (Hong Kong), 2003

Andrews University (Michigan, USA), 2010

**LAUNG, Herbert**

4-year Diploma

MP Th

Hong Kong Adventist College (Hong Kong), 1984

Adventist International Institute of Advanced Studies (Philippines), 1992

**LEE Shuk Yee**

Bachelor of Science(major: Mathematics;  
minor: Chinese Language & Literature  
Postgraduate (Education) (major:  
Mathematics; minor: Chinese Language &  
Literature)  
BSc (Computing & Information System)  
MSc (Mathematics)  
DPhil (Mathematics)  
MSc (Electrical & Electronic Engineering)

The Chinese University of Hong Kong, 1989  
The University of Hong Kong, 1993  
University of London, 1996  
The Chinese University of Hong Kong, 1999  
The Chinese University of Hong Kong, 2005  
The University of Hong Kong, 2012

**LIU Kin Wah, Aaron**

BLA  
MA  
MPH  
MBA

Spicer College (India), 1980  
Poona University (India), 1982  
Philippine Union College (Philippine), 1988  
Andrews University (Michigan, USA), 1995

**LEUNG, Karen May**

BSc  
MCISc

Dalhousie University (Canada), 1980  
University of Western Ontario (Canada), 1989

**SIAGIAN, Arlene Brenda**

Associate of Science in Piano Pedagogy  
Bachelor of Science in Music  
Master of Arts in Education  
Master of Music – sequence: Conducting

Pacific Union College (California, USA), 1993  
Pacific Union College (California, USA), 1993  
Andrews University (Michigan, USA), 2003  
Illinois State University (Illinois, USA), 2008

**TAM Wai Ming, Frank**

BS  
MS  
MPhil  
PhD

Andrews University (Michigan, USA), 1980  
University of British Columbia (Canada), 1982  
Chinese University of Hong Kong, 1994  
Chinese University of Hong Kong (Hong Kong),  
1998

**WONG Chi Wing**

Bachelor of Science in Nutrition & Dietetics  
Master of Business Administration

Loma Linda University (California, USA), 1997  
Columbia Southern University (Alabama, USA),  
2006

**WONG Mei Ling, Miranda**

Dip  
Dip  
PGD (Nursing Education)  
MHS (Nursing)

Hong Kong Adventist School of Nursing, 1981  
Avondale College (Australia), 1985  
La Trove University (Australia), 1993  
Victoria University (Australia), 1996

**WONG Chue Kien, Robert**

MPS  
  
DMin

Adventist International Institute of Advanced  
Studies (Philippine)  
Andrews University (Michigan, USA)

**WU Nga Fun, Verna**

4-year Diploma (Education)

4-year Diploma (Religion)

MA (Religion & Health)

MA (Health Science)

PhD (Educational Psychology)

South China Union College (Hong Kong), 1975

South China Union College (Hong Kong), 1976

Seventh-Day Adventist Theological Seminary,  
Far East (Philippine), 1978

Philippine Union College (Philippine), 1979

Andrews University (Michigan, USA), 1992

**WU Sze Fai, James**

BLA

MSc

MPH

Spicer Memorial College (India), 1976

Loma Linda University (California, USA), 1989

Loma Linda University (California, USA), 1989

**YEUNG Chi Shing, Daniel**

BEd (Physical Education and Sports Science)

MPhil (Sports Science and Physical Education)

Master of Public Health: Behavioral, Social and  
Community Health

Chinese University of Hong Kong, 2006

Chinese University of Hong Kong, 2008

School of Public Health-Bloomington, Indiana  
University (United States), 2012

# EXTERNAL ADVISORS & EXTERNAL EXAMINERS

## ACADEMIC REVIEW COMMITTEE ADVISORS

Dr. YAP Foong Ha  
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## PROGRAM ADVISORY COMMITTEE ADVISORS

### DEPARTMENT OF BUSINESS

Mr. **CEN** Liang, Andy

Dr. **CHIU** Ki Kwan, Randy  
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Hong Kong Baptist University

### DEPARTMENT OF DIPLOMA IN PRE-UNIVERSITY STUDIES

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Kowloon Sam Yuk Secondary School

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Hong Kong University SPACE

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Department of Sports Science & Physical Education  
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Professor of Physical Education  
Hong Kong Baptist University

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Tsuen Wan Adventist Hospital

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## **DEPARTMENT OF PSYCHOLOGY**

Pastor **FUNG** Chun Kit, Alphon  
  
Executive Secretary  
Hong Kong-Macao Conference of Seventh-day Adventists

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Senior Clinical Psychologist  
Care For Life Association/Hong Kong Psychological Counseling Center  
  
Vice President  
Hong Kong Association of Professionals Specializing in Addiction Counseling

Dr **LEE** Yee Ping,  
  
Part-time Lecturer  
School of Continuing Education  
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Dr. **TANG** Cheuck Wing, Andrew

Senior Program Manager, Health and Social Sciences Team  
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(Li Ka Shing Institute of Professional & Continuing Education)

**DEPARTMENT OF RELIGION**

Pastor **CHAM** Chi Fan, Heywood

President  
Hong Kong-Macao Conference of Seventh-day Adventists

Pastor **IP** Tai Cheung

President  
Concordia Theological Seminary

Pastor Matthew **CHAK**

Minister Representative  
Hong Kong-Macao Conference of Seventh-day Adventists

Pastor **NG** Kok Hoe

Regional Director Representative  
Chinese Union Mission

## **EXTERNAL EXAMINERS**

### **DEPARTMENT OF BUSINESS**

Dr. **YEUNG** Tak Wai, Darvey

Head, Department of Business Administration & Faculty of Business  
Caritas Francis Hus College

### **DIPLOMA IN PRE-UNIVERSITY STUDIES**

Dr. **LEUNG** Chung Hong, Danny

Assistant Professor, English Language  
Open University of Hong Kong

Dr. Wai **TSUI**

Chinese Language  
Chinese University of Hong Kong

### **DEPARTMENT OF PSYCHOLOGY**

Dr. **CHEUNG**, Vinci

Assistant Professor, Department of Rehabilitation Sciences  
The Hong Kong Polytechnic University

Honorary Assistant Professor, Department of Psychiatry  
The University of Hong Kong

Consultant  
Rapha Foundation, Hong Kong

# STANDING AND FUNCTIONAL COMMITTEES

## AAA SELF STUDY TEAM

President *(Chairperson)*

Academic Dean, Business Manager, Dean of Students, Registrar, Librarian, Human Resource Manager, Marketing Director

## ADMINISTRATIVE COMMITTEE / BUDGET & FINANCE COMMITTEE

President *(Chairperson)*

Academic Dean *(Secretary)*

Business Manager

Dean of Students

HKAA Principal

Bay View Church Senior Pastor

Faculty Representative

(Meet twice a month or according to need)

## ACADEMIC COUNCIL / ADMISSIONS COUNCIL / LIBRARY COMMITTEE

Academic Dean *(Chairperson)*

Registrar *(Secretary)*

Department Chairs/ Program Director

Acting Librarian *(invitee)*

Market Director *(invitee)*

(Meet twice a month or according to need)

## **ACADEMIC REVIEW COMMITTEE**

President *(Chairperson)*  
Academic Dean *(Secretary)*  
Department Chairs/ Program Direction  
Two External Professors

(Meet once a year)

## **CAFETERIA MANAGEMENT COMMITTEE**

Business Manager *(Chairperson)*  
Director of Food Services *(Secretary)*  
Dean of Students *(Student Life)*  
Nutritionist  
One Cook Representative  
One HKAC Faculty Representative  
One HKAA Faculty Representative  
One Staff Representative

## **DEAN OF STUDENTS' COUNCIL**

Dean of Students *(Chairperson)*  
Chaplain  
One Dormitory Dean Representative  
One HKAC Faculty Representative  
Counseling Centre Counselor  
One HKAA Faculty Representative *(on demand basis)*

## **DEPARTMENT MEETING**

Department Chair/ Program Direction *(Chairperson)*  
All faculty in the Department/ Program

## **EDUCATIONAL AID COMMITTEE**

Business Manager *(Chairperson)*  
Academic Dean *(Secretary)*  
Dean of Students  
Religious Affairs Committee Chair  
Market Director

## **FACILITIES PLANNING AND PHYSICAL PLANT MASTER PLANNING COMMITTEE**

President *(Chairperson)*  
Academic Dean *(Secretary)*  
Business Manager  
HKAA Principal  
One HKAC Department Chair Representative

## **FACULTY AND STAFF MEETING (INSTITUTIONAL)**

President *(Chairman)*  
Registrar *(Secretary)*  
All full-time faculty and office staff  
All part-time faculty and all staff *(Invitee)*

## **FACULTY RANKING COMMITTEE**

Academic Dean *(Chairman)*  
One Assistant Professor  
One Associate Professor  
One Professor

## **FOOD & FUN FAIR & ALUMNI DAY**

Alumni Matters Assistant *(Chairperson)*  
President  
Business Manager  
Dean of Students *(Student Life)*  
Marketing Director  
Two HKAC/ CAS Faculty/ Staff Representatives  
Two HKAA Faculty/ Staff Representatives

## **RELIGIOUS AFFAIRS COMMITTEE**

Chaplain *(Chairperson)*  
Religion Department Chair  
Dean of Students  
Bayview Church Senior Pastor  
Jane Li, Member *(not by position)*  
One HKAC/ CAS Faculty Representative  
One HKAA Faculty Representative  
One HKAC/ CAS/ HKAA Staff Representative  
One HKAC Student Representative

## **RESIDENTIAL DEANS' COUNCIL (HKAC)**

Dean of Students	<i>(Chairperson)</i>
Dormitory Deans	
Faculty Representatives	<i>(on demand basis)</i>
Counselor	<i>(invitee)</i>

## **SOCIAL COMMITTEE**

Human Resources Officer	<i>(Chairperson)</i>
Business Manager	<i>(Ex Officio)</i>
Two HKAC/ CAS Faculty/ Staff Representative	
Two HKAA Faculty/ Staff Representatives	

## **STUDENT LIFE COUNCIL**

Dean of Students	<i>(Chairperson)</i>
Chaplain	
Student Activity Coordinator	
One HKAC Faculty Representative	
One HKAA Faculty Representative	
One Bay View Church Pastoral Team Representative	
Student Representatives	<i>(2 from each HKAC academic department &amp; 2 from HKAA)</i>

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