

HONG KONG ADVENTIST COLLEGE



BULLETIN

2012 – 2013



BULLETIN 2012 - 2013

HONG KONG ADVENTIST COLLEGE

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Assistant to the President	2719 – 1668	ext 114
Academic Dean	2719 – 1668	ext
Business Manager	2719 – 1668	ext 118
Dean of Students	2719 – 1668	ext 119
Registrar	2719 – 3442	

SERVICES

Accounting Office	2719 – 1668	ext 116 (student finance) ; ext 117 (accounting)
Cafeteria	2623 – 0392	
Library	2623 – 0035	
Marketing / Student Recruitment	2719 – 1668	
Men's Dormitory	2623 – 0719	
Women's Dormitory	2623 – 0405	

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English	2719 – 1668	ext 120
Health	2719 – 1668	ext 120
Psychology	2719 – 1668	ext 122
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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) Ltd., is accredited by the Adventist Accrediting Association (AAA) of Schools and Universities in Washington DC, USA, of the General Conference of Seventh-day Adventists.

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

Associate in Business Degree is accredited by Hong Kong Council for Accreditation of Academic & Vocational Qualifications (HKCAAVQ) (Registration No. 11/001536/4).

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); the Griggs University affiliated program in Bachelor of Science in Business Management (Registration No. 262031) are registered under the Non-local Course Registry as non-local bachelor degrees.

AFFILIATIONS

COMMISSION OF NORTH CENTRAL ASSOCIATION OF COLLEGES AND SCHOOLS

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

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.

DISTANCE EDUCATION AND TRAINING COUNCIL / COMMISSION ON RECOGNITION OF POSTSECONDARY ACCREDITATION

Hong Kong Adventist College has an affiliation with Griggs University in Michigan, USA. Griggs University has approved the Bachelor of Science in Business Management curricula, and their related general academic programs at Hong Kong Adventist College. Griggs University is nationally accredited by the Distance Education and Training Council (DETC), in Washington DC, which is recognized by the U. S. Department of Education and the Commission on Recognition of Postsecondary Accreditation (CORPA).

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)

In 2008 Hong Kong Adventist College was granted the Certificate of Authorization (STN11852A) by Education Testing Services (ETS) as 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.

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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. After the buildings were completed two years later, 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 Tungshan 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.

In 1982 the College implemented an affiliation with Loma Linda University (subsequently La Sierra University) through which students enrolled in Theology and Religion programs could receive degrees granted by the University. The affiliation relationship with La Sierra University ended in 1996. In 1999 with the help of Dr. WONG Yew Chong, previously the College Academic Dean and President, the College established an affiliation with Walla Walla College (now known as Walla Walla University) which was accredited by the Northwest Association of Schools and Colleges (NASC) and given

recognition by the Hong Kong Education Department as well as the Non-local Courses Registry of Hong Kong. Its theological programs were also accredited by the Association of Theological Schools of Southeast Asia (ATESEA) in 2000.

In 1995 the College began a major redevelopment program, the first phase of which was completed in 1997. This added three sets of buildings, an administrative-classroom block that also incorporates an 800-seat multipurpose hall and a 400-seat cafeteria, a four-story student dormitory block with separate entrances for men and women and private residences for two residence hall deans along with a smaller multipurpose hall for dormitory student use, and three blocks of four-story staff quarters to accommodate twenty-eight families.

With the assistance of Dr. Charles TIDWELL, previously the College Academic Dean and Vice President, the College became affiliated with Andrews University on a Religion Degree Program in November 2007, a Psychology Degree Program in January 2008, and a Health Degree Program in April 2009. Hong Kong Adventist College is a member of the worldwide system of Seventh-day Adventist Schools and Colleges and is accredited by the Adventist Accrediting Association. Hence, all credits and diplomas of the College are given worldwide recognition by all other Seventh-day Adventist institutions of higher learning around the world.

With the new buildings and facilities, the College further developed to provide the community services that closely tie the gospel and health ministries together. In 2006 the College established the Sam Yuk Health Education Center with support from the Chinese Union Mission and the Hong Kong Adventist Hospital. The College collaborated with the Adventist Hospital and Hong Kong-Macao Conference to provide health camps, health programs, retreats, conferences, seminars and workshops as a community service while at the same time being a field training ground for the students in the Health and Fitness program of the College.

As a result of a consortium developed with Griggs University and the Chinese Union Mission in 2007, the College began offering a Bachelor of Science in Business Management in 2011. The program is registered with the Hong Kong Education Bureau as a non-local degree. It is accredited through the Griggs University affiliation by the Distance Education and Training Council.

In 2008 the College acquired the status of a TOEFL center where the College offers TOEFL English, and TOEFL iBT tests on Sundays, so Adventist young people from Hong Kong and even China can sit for the tests without interfering with Sabbath worship. The College also became a Center for SAT to support students at the pre-college level who plan to further their studies in the US or at the College. To further provide the students with more options for increasing their English proficiency, the College became an official British council IELTS Partner Agent in January, 2011, allowing students to sit for the tests through the College.

An Associate in Business Degree was accredited by the Hong Kong Council on Academic Accreditation and Vocational Quality (HKCAAVQ) in August 2011. As a locally accredited program it provides for upward pathways in education through local universities and colleges or overseas higher education institutions.

In response to major changes in the Hong Kong education structure, Hong Kong Adventist Academy opened in September 2011 providing bilingual instruction in English and Putonghua at the primary and secondary levels. HKAA replaces the traditional Matriculation system with a local program including international electives.

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 called **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 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 affiliated with Andrews University in the Bachelor of Arts in Religion Degree.
- 2008 HKAC 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 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 Chinese Union Mission established Hong Kong Adventist Academy to operate English primary and secondary school programs.
- 2011 HKAC was accepted as a British Council IELTS Partner Agent.
- 2011 HKAC was accredited by the Hong Kong Council of Academic Accreditation and Vocational Qualifications to offer the Associate in Business Degree.
- 2011 Hong Kong Adventist Academy opened for primary and secondary instruction.

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

Searching for truth and knowledge

Training them to be responsible leaders and citizens

Engaging God in relationships and in deeds

Practicing healthy lifestyles

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

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.

COLLEGE ACADEMIC CALENDAR 2012 – 2013

Pre-University Academic Calendar

2012-2013

Month	S	M	T	W	R	F	S	Class day	Academic Dates	Other Dates
AUG 2012	19	20	21	22	23	24	25			Aug 22: Faculty and Staff Retreat
	26	27	28	29	30	31				
SEP 2012							1		Sep 3: Fall semester begin	Sep 5: Chapel – Dedication Service Sep 24-28: Gospel Week Sep 26: Mid-Autumn Festival Program
	2	3	4	5	6	7	8	5		
	9	10	11	12	13	14	15	5		
	16	17	18	19	20	21	22	5		
	23	24	25	26	27	28	29	5		
	30									
OCT 2012		1	2	3	4	5	6	3	Oct 1: Day after Mid-Autumn Festival Holiday Oct 2: Day after National day Holiday Oct 8-11: Culture week Oct 23: Chung Yeung Festival Holiday Oct 17: Blood Drive	
	7	8	9	10	11	12	13	5		
	14	15	16	17	18	19	20	5		
	21	22	23	24	25	26	27	4		
	28	29	30	31				3		
NOV 2012					1	2	3	2	Nov 4: Health Fair Nov 5 - 8: Mid-term Nov 9: Classes suspended Nov 9: School Picnic Nov 21-22: Thanksgiving activities	
	4	5	6	7	8	9	10	4		
	11	12	13	14	15	16	17	5		
	18	19	20	21	22	23	24	5		
	25	26	27	28	29	30		5		
DEC 2012							1		Dec 2: Food and Fun Fair Dec 3: Classes suspended Dec 3: School holiday following Food and Fun Fair Dec 21: Christmas program 12:00 - 14:00 Dec 24-Jan 1: Christmas & New Year break Dec 25, 26: Christmas Holiday	
	2	3	4	5	6	7	8	4		
	9	10	11	12	13	14	15	5		
	16	17	18	19	20	21	22	5		
	23	24	25	26	27	28	29	break		
	30	31								
JAN 2013			1	2	3	4	5	3	Jan 1: New Year Holiday Jan 14 - 18: Fall Semester Final Exam Jan 21-23: Classes suspended Jan 24: Spring semester begin Jan 19-23: Fall semester break Jan 28-Feb 1: Scrabble Tournament	
	6	7	8	9	10	11	12	5		
	13	14	15	16	17	18	19	5 = 88		
	20	21	22	23	24	25	26	2		
	27	28	29	30	31			4		
FEB 2013						1	2	1	Feb 14-19: Classes suspended Feb 9-19: Lunar New Year break Feb 11-13: Lunar New Year Holiday Feb 28: Talent night and theme banquet	
	3	4	5	6	7	8	9	5		
	10	11	12	13	14	15	16	break		
	17	18	19	20	21	22	23	3		
	24	25	26	27	28			4		
MAR 2013						1	2	1	Mar 11-15: Gospel Week Mar 27: Speech contest Mar 29, 30: Easter Holiday	
	3	4	5	6	7	8	9	5		
	10	11	12	13	14	15	16	5		
	17	18	19	20	21	22	23	5		
	24	25	26	27	28	29	30	4		
	31									

Month	S	M	T	W	R	F	S	Class day	Academic Dates	Other Dates
APR 2013		1	2	3	4	5	6	break	Apr 2-4: Classes suspended	Apr 1: Easter Holiday
	7	8	9	10	11	12	13	5		Apr 2-5: Easter and Ching Ming break
	14	15	16	17	18	19	20	4	Apr 15 - 18: Mid-term	Apr 4: Ching Ming Festival Holiday
	21	22	23	24	25	26	27	5	Apr 19: Class suspended	Apr 10: Blood Drive
	28	29	30					2		Apr 19: Recreation day
										Apr 22-26: Earth week
MAY 2013				1	2	3	4	2	May 6: Classes suspended	May 1: Labor day Holiday
	5	6	7	8	9	10	11	4		May 4-5: Musical Performance
	12	13	14	15	16	17	18	4		May 6: School holiday following Musical
	19	20	21	22	23	24	25	5		May 17: Buddha's birthday
	26	27	28	29	30	31		5		May 20-23: Gospel retreat
JUN 2013							1			
	2	3	4	5	6	7	8	5		
	9	10	11	12	13	14	15	4		Jun 12: Tuen Ng Festival
	16	17	18	19	20	21	22	5 = 89	Jun 17-21: Spring Semester Final Exam	
	23	24	25	26	27	28	29			
	30									
JUL 2013		1	2	3	4	5	6			Jul 1: Handover day Holiday
	7	8	9	10	11	12	13		Jul 7: Graduation day	Jul 8: School holiday following graduation day
	14	15	16	17	18	19	20		Jul 8: Classes suspended	
	21	22	23	24	25	26	27			Jul 22-25: HK-Korea youth cultural communication gospel camp
	28	29	30	31						
AUG 2013					1	2	3			
	4	5	6	7	8	9	10			
	11	12	13	14	15	16	17			
	18	19	20	21	22	23	24			
	25	26	27	28	29	30	31			Aug 21: Faculty and Staff Retreat

(updated on August 17, 2012)

Undergraduate Calendar 2012-2013

Month	S	M	T	W	R	F	S	Class day	Academic Dates	Other Dates	
AUG 2012	19	20	21	22	23	24	25		Aug 23 & 24: Fall semester registration	Aug 22: Faculty and Staff Retreat	
	26	27	28	29	30	31					
SEP 2012							1		Sep 3: Fall semester classes begin Sep 14: Last day to register for a class / change audit to credit / drop a class without W	Sep 5: Chapel – Dedication Service	
	2	3	4	5	6	7	8	5			
	9	10	11	12	13	14	15	5			
	16	17	18	19	20	21	22	5			
	23	24	25	26	27	28	29	5			
	30										Sep 24-28: Gospel Week Sep 26: Mid-Autumn Festival Program
OCT 2012		1	2	3	4	5	6	3	Oct 22-26: Mid-term	Oct 1: Day after Mid-Autumn Festival Holiday	
	7	8	9	10	11	12	13	5		Oct 2: Day after National day Holiday	
	14	15	16	17	18	19	20	5		Oct 8-11: Culture week	
	21	22	23	24	25	26	27	4		Oct 23: Chung Yeung Festival Holiday	
	28	29	30	31						Oct 17: Blood Drive	
NOV 2012					1	2	3	5	Nov 9: Classes suspended Nov 16: Last day to withdraw from a class with W	Nov 9: School Picnic	
	4	5	6	7	8	9	10	4			
	11	12	13	14	15	16	17	5			
	18	19	20	21	22	23	24	5		Nov 4: Health Fair	
	25	26	27	28	29	30		5		Nov 21-22: Thanksgiving activities	
DEC 2012							1		Dec 3: Classes suspended Dec 10 & 11: Spring registration day Dec 17-21: Fall semester final exam	Dec 2: Food and Fun Fair	
	2	3	4	5	6	7	8	4		Dec 3: School holiday following Food and Fun Fair	
	9	10	11	12	13	14	15	5		Dec 21: Christmas program 12:00 - 14:00	
	16	17	18	19	20	21	22	5 = 75		Dec 24- Jan 6: Christmas & New Year break	
	23	24	25	26	27	28	29	break		Dec 25, 26: Christmas Holiday	
	30	31									
JAN 2012			1	2	3	4	5	break	Jan 7: Spring semester classes begin Jan 18: Last day to register for a class / change audit to credit / drop a class without W	Jan 1: New Year Holiday	
	6	7	8	9	10	11	12	5			
	13	14	15	16	17	18	19	5			
	20	21	22	23	24	25	26	5			
	27	28	29	30	31			4		Jan 28-Feb 1: Scrabble Tournament	
FEB 2013						1	2	1	Feb 14-19: Classes suspended	Feb 9-19: Lunar New Year break	
	3	4	5	6	7	8	9	5		Feb 11-13: Lunar New Year Holiday	
	10	11	12	13	14	15	16	break			
	17	18	19	20	21	22	23	3			
	24	25	26	27	28			4		Feb 28: Talent night and theme banquet	
MAR 2013						1	2	1	Mar 4-8: Mid-term	Mar 11-15: Gospel Week Mar 27: Speech contest Mar 29, 30: Easter Holiday	
	3	4	5	6	7	8	9	5			
	10	11	12	13	14	15	16	5			
	17	18	19	20	21	22	23	5			
	24	25	26	27	28	29	30	4			
	31										
Month	S	M	T	W	R	F	S	Class day	Academic Dates	Other Dates	
APR		1	2	3	4	5	6	break	Apr 2-4: Classes suspended	Apr 1: Easter Holiday	

2013	7	8	9	10	11	12	13	5	Apr 12: Last day to withdraw from a class with W	Apr 2-5: Easter & Ching Ming Break
	14	15	16	17	18	19	20	4	Apr 19: Classes suspended	Apr 4: Ching Ming Festival Holiday
	21	22	23	24	25	26	27	5		Apr 10: Blood Drive
	28	29	30						Apr 29 & 30: Summer registration day	Apr 19: Recreation day
										Apr 22-26: Earth week
MAY 2013				1	2	3	4	4	May 7-10 & 13: Spring semester final exam	May 1: Labor day Holiday
	5	6	7	8	9	10	11	4 = 74		May 4-5: Musical Performance
	12	13	14	15	16	17	18	break	May 27: Summer semester classes begin	May 6: School Holiday following musical
	19	20	21	22	23	24	25	break	May 28: Last day to register for a class / change audit to credit / drop a class without W	May 14-26: Spring Semester Break
	26	27	28	29	30	31		5		May 17: Buddha's birthday
									May 20-23: Gospel retreat	
JUN 2013							1			
	2	3	4	5	6	7	8	5	Jun 10 : Mid-term	
	9	10	11	12	13	14	15	4	Jun 14: Last day to withdraw from a class with W	Jun 12: Tuen Ng Festival
	16	17	18	19	20	21	22	5		
	23	24	25	26	27	28	29	5 = 24		
							30			
JUL 2013		1	2	3	4	5	6		Jul 2-3: Summer Semester Final Exam	Jul 1: Handover day Holiday
	7	8	9	10	11	12	13		Jul 7: Graduation day	Jul 8: School holiday following graduation day
	14	15	16	17	18	19	20			
	21	22	23	24	25	26	27			Jul 22-25: HK-Korea youth cultural communication gospel camp
	28	29	30	31						
AUG 2013				1	2	3				
	4	5	6	7	8	9	10			
	11	12	13	14	15	16	17		Aug 20: English Proficiency Test	
	18	19	20	21	22	23	24		Aug 22 & 23: Fall semester registration day	Aug 21: Faculty and Staff Retreat
	25	26	27	28	29	30	31			

(update on August 17, 2012)

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 lifestyle.

The underlying philosophy is to facilitate personal growth and maturity. Character development is the main objective of Christian education, and the College seeks to assist the student in attaining self-discipline, healthful living, high moral standards, and leadership ability.

The College actively seeks students who respect the Bible as the Word of God, who participate willingly in the worship of the true God, and who strongly desire to carry out their civic obligations cheerfully and consistently.

CHRISTIAN COMMITMENT

The religious life of a student is central to the objectives and programs of the College. Religious programs for worship and witnessing are vital and 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 worship and rest on the Sabbath.

CHAPEL/ASSEMBLY

The College conducts weekly chapel/assembly programs. These programs are regarded as a vital part of the total educational program. These programs contribute to the spiritual needs of the College, promote unity of student life, provide opportunities for promoting general college interests, and allow for announcing of college events. Attendance at these activities is required.

SABBATH OBSERVANCE

Seventh-day Adventists believe that Saturday, the seventh day of the week, is God's holy Sabbath day. This Sabbath is observed by the entire campus community from sunset on Friday evening to sunset on Saturday evening. The campus community refrains from secular activities such as amusement or class study and preparation. All preparation for the Sabbath such as the cleaning of the dormitories or preparation of clothing is to be completed before the Sabbath begins. All students, staff, and faculty as well as visitors are requested to respect Sabbath observance.

CHURCH SERVICE

The Bay View Church of Seventh-day Adventists accommodates students 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 religious activities.

Hong Kong Adventist College considers religious services as opportunities for character development and spiritual growth. Thus, morning and evening worships are organized for dormitory students. Prayer meetings, vespers, Adventist Youth meetings, Sabbath school, and Divine Worships are also scheduled by the Bay View Seventh-day Adventist Church.

WEEK OF SPIRITUAL OR HEALTH EMPHASIS (aka LIFE EDUCATION WEEK/GOSPEL WEEK)

Once per term, the College conducts a week of spiritual emphasis involving invited speakers, 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 the students achieve refinement in taste and deportment for social affairs.

RECREATION AND SPORTS

The College has facilities for recreation and sports. There are a gymnasium, basketball and volleyball courts, and a play field for football and other events. A paved circular roadway on campus provides opportunities for jogging or walking.

STUDENT LIFE COUNCIL

Students' participation in the affairs of the College is exercised through the Student Life Council. This Council organizes programs that enhance students' intellectual, social, and spiritual development and allows students' input in administrative decisions.

OTHER RELIGIOUS ACTIVITIES

In addition to the religious 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 consultation with the Dean of Students. There are dormitory and collegiate musical organizations. In addition, academic clubs, under the direction of the Academic Dean, exist to cater to the interests of students in various curriculum areas.

APPEALS

Student 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

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 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 Office for verification and record.

Appeals of Disciplinary Matters

The student may appeal in writing to the Discipline 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 student will be notified of the decision within five working days. The Discipline Council's decision 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, ornamentation, 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 scholars and educated persons.

The literature and reading brought on campus should be elevating and inspiring; pornographic materials have no place 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 is prohibited and 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.

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 counseling is coordinated through the office of the Dean of Students and Career Counseling Center. A trained counselor is available to students and staff on a regular basis.

ORIENTATION

During the opening days of the school year, an orientation to college life is conducted. This process not only helps the students to adjust to the school but also assists school personnel in understanding the students' needs. Placement tests in English language ability may be administered at this time. While this may be an intense exercise, it is considered to be only part of the year-round activity to help students.

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.

CAFETERIA

Balanced vegetarian meals are served in the College cafeteria. The residence fee for dormitory students includes meals in the cafeteria. A day student may eat meals in the Cafeteria for a minimal charge.

COMPUTER FACILITY

Two Computer laboratories and a Language laboratory with networked computers are available for student use. In order to use these computer facilities, each student will need to open an account with the laboratory and sign an agreement covering computer laboratory use and regulations. Students may also use computer workstations in 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 maximum development of social skills and presents many opportunities for independent as well as cooperative living.

HEALTH SERVICES

Minor problems are cared for by the school nurse on campus. Referrals are 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 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 deemed absolutely necessary, actions 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 1% 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

A HK\$200 for Associate in Business Degree program and for affiliated programs is required to pay on application. This fee is not refundable.

AFFILIATION APPLICATION FOR ADMISSION

This is a one-time payment for registration as an Andrews University or Griggs University student. The fee of HK\$2,500 is paid to Hong Kong Adventist College upon application. It is refundable only if application is rejected by the affiliated universities.

TUITION FEES

Tuition is usually paid no more than one month before the beginning of each semester. The entire amount may be settled at the beginning of the semester at registration if the student is enrolled into the affiliated program, or the monthly installment if the student is enrolled into the non-affiliated programs. Each semester is approximately 16 weeks, and 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 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\$20,000 (dormitory student) or HK\$10,000 (day student) after acceptance. Upon arrival at the college, HK\$4,000 or the current price of a return ticket to the student's homeland (whichever is greater) will be held in trust until the student is ready to return to his or her homeland. It may be used for the purchase of a return ticket as needed. The remainder will be applied to school expenses. Any balance remaining after all outstanding school expenses have been covered will be refunded.

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
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

GENERAL FEE

This is non-refundable and shall be paid at registration to cover costs such as school organized student activities, air-conditioning, school publications, printing and duplicating of notes and exams, computer and library access etc.

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.

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. 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.

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

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 permanent record.

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.

TUITION REFUND

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 student who has completed registration and withdraws from College before a semester starts).

COLLEGE PROGRAMS

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

ASSOCIATE IN BUSINESS DEGREE PROGRAM

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

NOTE: 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 time of registration to 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 need not 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 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 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 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 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 involve 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.

OTHER USEFUL LINKS

Grantham Scholarships Fund - Grantham Maintenance Grants

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

Eligibility Criteria

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

Hong Kong Adventist College Tuition & Fees for 2012-2013 30-June-2012	2012-13		
	Total Cost	Cost per Instal.	No. of Instal(s)
College Program			
Master Degree - Griggs University : MCM (2 regular <u>SEMESTERS</u> for each school year) Tuition for each credit / semester	\$1,720		
Bachelor Degrees (2 regular <u>SEMESTERS</u> for each school year)			
Andrews University : i. Health & Fitness, ii. Psychology & iii. Religion Griggs University : Business Administration Tuition package (12 - 16 credits)	\$40,800	\$20,400	2
Tuition - under 12 credits / per credit / semester	\$1,720		
Tuition - over 16 credits / per credit / semester	\$1,400		
Summer session per credit	\$1,300		
4-year diploma (2 regular <u>SEMESTERS</u> for each school year)			
Tuition package (12 - 16 credits)	\$40,800	\$5,100	8
Tuition - under 12 credits / per credit / semester	\$1,720		
Tuition - over 16 credits / per credit / semester	\$1,400		
Summer session per credit	\$1,300		
Associate in Business Degree (2 regular <u>SEMESTERS</u> for each school year)			
Tuition package (12 - 16 credits)	\$39,600	\$4,400	9
Tuition - under 12 credits / per credit / semester	\$1,600		
Tuition - over 16 credits / per credit / semester	\$1,300		
Summer session per credit	\$1,300		
Extension school			
Tuition - per credit / semester	\$1,400		
Audit (certificate of attendance) / per credit / semester (net)	\$840		
Audit (without certificate of attendance) / per credit / semester (net)	\$560		
English Program			
Comprehensive English (upto 4 AU credits)	\$34,000	\$17,000	2
Proficiency English (upto 9 AU credits)	\$37,600	\$18,800	2
One-year Certificate	\$25,200	\$2,800	9
Room & Board / monthly			
4-person / room - per person (regular)	\$3,700		
4-person / room - per person (long-term)	\$4,900		
Activities Fee	\$600		
Other fees.			
Application Fee :			
Pre-College Program (Diploma in Pre-U Studies & S6 Repeat)	\$50		
College Program (except affiliated program)	\$200		
Andrews U / Griggs U Affiliated Program	\$2,500		
General Fee:	\$0		
Graduation Fee :			
Pre-College Program (Diploma in Pre-U Studies & S6 Repeat)	\$100		
College Program (except affiliated program)	\$300		
Affiliated Program (Andrews U & Griggs U)	\$1,500		
Late Registration	\$500		
Changes in Registration	\$50		
English Proficiency Test	\$80		
Examination outside of schedule - per examination	\$500		
Official transcript:-			
Local address	\$100		
Foreign address	\$150		
Express service (local)	\$300		
Express service (overseas)	\$450		
Recording fee:-			
Credit by external examination	\$500		
Credit by correspondence study	\$500		
Credit by experiential learning	\$500		
Proficiency examination (for credit)	\$500		
Waiver examination	\$250		
<small>* This represents only part of the other misc. fees</small>			

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, which 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:

HONG KONG SYSTEM OF EDUCATION

Pre-Associate Degree or similar Programs

Graduated with a cumulative Grade Point Average (GPA) of 2.5 or above

Hong Kong Advanced Level Examination (HKALE) (before 2013)

Three passes including English

or

School result of Form 7 graduates showing passes in four subjects including English and a passing average (based on individual school required passing average)

Completion of Form 6 (334 New Academic Structure and Old Hong Kong Education System)

School result showing passes in four subjects including English and a passing average (based on individual school required passing average)

HONG KONG ADVENTIST COLLEGE PRE-COLLEGE PROGRAM

Graduated with a cumulative Grade Point Average (GPA) of 2.5 or above and passing all subjects and a minimum of B in conduct

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

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.

Students who do NOT meet these requirements may request for **CONDITIONAL ACCEPTANCE**. But the Admission Council reserves the right to consider reviewing such request or not.

- a. Conditional Acceptance to bachelor degree programs may be given if a student has one of the following:
 - Five HKCEE passes with grade C or higher in at least 3 subjects (a minimum of 11 points), **or**
 - Five GCE "O" level passes with English as one of the subjects, **or**
 - High school equivalency test, such as the GED test with an average standard score of 50 on the five sections of the test and with no score less than 45 on any section, **or**
 - Mature Student: Mature applicants must be over the age of 23 by 1 September of the year of admission and be able to demonstrate aptitude and suitability for the program. Each mature applicant will be considered on merits.
- b. A conditional student must earn regular status within a duration of three semesters of admission and may do so in the following manner:
 - Within the duration he/she must earned at least 36 credits. S/He may elect to enroll during summer session(s). The 36 credits may include credits from remedial English courses
 - The accumulative GPA must be at least 2.0 by the end of the duration, and the grades of each course must be C or above.

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 due to the fact that 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 only request for a change in a program through a petition to the Academic Council. Approval may only be granted 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 as 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. Participation of service education is encouraged but not mandatory.

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. A HK\$200 application fee (HK\$200 or US\$30 for foreign applications). This fee is not refundable.
Students applying 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" (p.14).

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. The English placement test required for entrance is usually given at this time for those who do not have test scores on file at the Registrar's Office.

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, etc 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 make up solution for excess chapel/assembly absences. The student is required to complete the make up 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 |

3 late attendances = 1 absent
Total attendance < 80% = U grade
Total attendance \geq 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 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 79 in Test of English as a Foreign Language (TOEFL – iBT) or 6.5 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 followings)	English Courses	Limitations
0	TOEFL – iBT 60 IELTS 4.5	Certificate in English (one-year total immersion English programme)	No College-level courses.
1	TOEFL – iBT 60 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.

Level	Score (any one of the followings)	English Courses	Limitations
2	TOEFL – iBT 61 – 69 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 levels courses (except English Composition or courses that require English Composition as prerequisite). Not allowed to take courses that require intensive research writing skills.
3	TOEFL – iBT 70 – 78 IELTS 6.0	Beginning Composition	May take no more than 9 credits of College-level courses per semester.* May take only 100 and 200 levels courses (except English Composition or courses that require English Composition as prerequisite). Not allowed to take courses that require intensive research writing skills.
4	TOEFL – iBT 79 or above IELTS 6.5 or above HKCEE – Level 4 or C in English Language HKALE – D in Use of English HKDSE – Level 3 in English Language An average of B or above in Proficiency English I and II	English Composition I	Must complete at least 24 College-level credits before being allowed to register for ENGL215 English Composition II. May take up to 16 credits of College-level courses. Students need to secure approval from the Department Chair to take beyond 16 credits.

* 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 ENSL090 Proficiency English 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 as stipulated below:

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
BHSC300 Fieldwork	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) needs to 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: Freshman, 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 Freshman. All first-time students are initially classified as Freshmen. A student accepted on a provisional basis is also classified as a Freshman 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) is classified as a Junior. To be classified as a Junior, a student must declare an academic major and be 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 of graduation with the Registrar's Office.

ACADEMIC PROBATION

A student who has a semester or cumulative grade point average (GPA) below 2.00 is placed on academic probation, is restricted to registering for a maximum of 12 credits per semester, and will be referred for academic counseling. (See the section Foreign Student Policy also.)

A student whose semester GPA is below 2.00 for three consecutive school terms and/or whose cumulative GPA is also below 2.00 is considered to be academically disqualified and will not be permitted to register for further credits, except by action of the Academic Council.

A student on academic probation who has not reached a cumulative 2.00 GPA by the time he or she has completed 96 credits is academically disqualified and will not be permitted to register for further credits.

A student who is on probation need to meet the English requirement and must earn regular status within 3 semesters of admission by earning at least 24 credits with a minimum GPA of 2.00 and no grade lower than C after 2 semester OR at least 36 credits with a minimum GPA of 2.00 after 3 semester. Upon change of status of regular admission in AU affiliated programs, students must continue to work to fulfill English language proficiency requirements.

A student on academic probation is advised to repeat courses in which he or she has received a grade "D" or "F" in order to raise the cumulative GPA.

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 and more than 10 credits during 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 50min 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 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. Permits exploration and in-depth study of different subject areas or sub-specialties. 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 to benefit from this approach.
3. **CONTENT**
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**
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**
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 DEPARTMENT COURSE RESTRICTIONS

All first-year College students (Hong Kong Adventist College and Andrews University affiliated) are normally restricted to register for lower department courses numbering between 100 and 200. In order to register for upper department courses, students in the AU affiliated programs must have a pass in ENGL115 English Composition I while HKAC students must pass ENSL101 Intensive General English I and ENSL102 Intensive General English II. While students in the AU programs may take upper department course after successful completion of ENGL115 English Composition I, they may not take upper department courses that require intensive or professional research writing skills.

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	Very good performance	3.00
B-		2.67
C+		2.33
C	Acceptable performance	2.00
C-		1.67
D	Minimum acceptable performance	1.00
F	Failure	0.00

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 may remain on a student’s transcript at graduation if the course does not count toward the degree.

INCOLPLETE (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

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 intensives for 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, minor, or cognate requirements.
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 only need to fulfill the components of General Education up to 12 credits.

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



ACADEMIC PROGRAMS

Local Associate Degree accredited by Hong Kong Council on Academic Accreditation and Vocational Quality:

Associate in Business Degree

(Registration No. 11/001536/4)

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

Bachelor of Arts in Religion

(Registration No. 261684)

Bachelor of Science in Health and Fitness

(Registration No. 261895)

Bachelor of Science in Psychology

(Registration No. 261680)

In conjunction with an affiliation with Griggs University, Michigan, USA, the College offers this bachelor degree awarded by Griggs University:

Bachelor of Science in Business Management

(Registration No. 262031)

Under the Hong Kong Adventist Seminary, a department of the Chinese Union Mission of the North Pacific Asia Division of Seventh-day Adventists, the following programs are offered with Hong Kong Adventist College as operator. For program details, please refer to Program Handbook of Hong Kong Adventist Seminary.

Bachelor of Ministry (Four-year program)

Two-year Diploma in Religion

One-year Certificate in Religion

Minor in Religion

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 *

Religion *

Two-year Diploma Courses (Removed by action ACAD COUNCIL 2013-02-04 of February 20, 2013)

Business Administration *

General Studies

Health

Social Sciences (emphasis on Psychology)

One-year Certificate Courses
English Proficiency

Minors

Business *

English *

Health *

Social Science *

* not currently offered

DEPARTMENT OF BUSINESS



DEPARTMENT OF BUSINESS

Hong Kong Adventist College offers two programs in Business: an Associate in Business Degree (ABD), a two year, full time program accredited by the Hong Kong Council Academic Accreditation Vocational Quality and a Bachelor of Business Management (BSBM), a non-local degree, in affiliation with Griggs University accredited by the Distance Education and Training Council in Washington, DC and registered with the Hong Kong Education Bureau (ED/28221).

The programs are taught in the English Medium of Instruction and are designed to prepare the graduate for career opportunities through entry level Business employment and/or continued education in Business studies. Hong Kong residents are encouraged to initiate their studies in the ABD program to enhance future local employment opportunities through a well-known and accepted local education system. Through a planned articulation, the BSBM program can be completed in a minimum period of time. Alternatively, all students may initiate their university-level studies in the BSBM program.

In the context of holistic HKAC education the major, cognates, a chosen emphasis and general education courses provide a basis for the individual to establish balanced life-long learning: a quality professional life, personal well being with spiritual growth, and service to the community.

DEPARTMENT OF BUSINESS

ASSOCIATE IN BUSINESS

HONG KONG COUNCIL ACADEMIC ACCREDITATION VOCATIONAL QUALITY ACCREDITED PROGRAM

(Registration Number: 11/001536/4)

Total minimum: 65 credits

BUSINESS MODULES (Total number of credits required from this section: 24)

ACCT121	Fundamentals of Accountings I	3
ACCT122	Fundamentals of Accounting II	3
BSAD225	Principles of Management	3
BSAD355	Management and Organization	3
ECON225	Principles of Macroeconomics	3
ECON226	Principles of Microeconomics	3
FNCE317	Business Finance	3
MKTG310	Principles of Marketing	3

GENERAL EDUCATION COURSES (Total number of credits required from this section: 41)

BSAD165	Mathematics for Business	3
BSAD215	Information Technology Applications in the Workplace	3
BSAD290	Social and Ethical Issues in Today's Society	3
BSPE130	Physical Activities	1
CHIN207	Practical Chinese Writing (3)	3
COMM104	Communication Skills	3
ENGL111	Grammar for Business	3
ENGL121	English for Business Purposes	3
HLED120	Fit for Life	1
PSYC101	Introduction to Psychology	3
RELT100	God and Human Life	3
SOCI119	Principles of Sociology	3
STAT285	Elementary Statistics	3
	Humanities Electives	6

ELECTIVES IN HUMANITIES (APPROVED) *

ENGL204	Introduction to Literature	3
ENGL214	Business Research Writing	3

DEPARTMENT OF BUSINESS

HIST114	Chinese History & Culture I	3
HIST115	Chinese History & Culture II	3
HIST117	Civilizations & Ideas I	3
HIST118	Civilizations & Ideas II	3
MUHL214	Enjoyment of Music	3
PHIL224	Introduction to Philosophy	3

DEPARTMENT OF BUSINESS

BACHELOR OF SCIENCE IN BUSINESS MANAGEMENT

GRIGGS UNIVERSITY AFFILIATION PROGRAM

(Registration Number: 262031)

Total minimum: 124 semester credits

MAJOR (Total number of credits required from this section: 39) *

ACCT121	Fundamentals of Accountings I <u>or</u>	3
ACCT211	Principles of Accounting I	3
ACCT122	Fundamentals of Accounting II <u>or</u>	3
ACCT212	Principles of Accounting II	3
ACCT305	Cost / Managerial Accounting	3
BUAD246	Business Research and Communications	3
BSAD341	Business Law <u>or</u>	3
BUAD375	Business Law I	3
ECON225	Principles of Macroeconomics <u>or</u>	3
ECON265	Principles of Macroeconomics	3
ECON226	Principles of Microeconomics <u>or</u>	3
ECON266	Principles of Microeconomics	3
FNCE290	Business Finance <u>or</u>	3
FNCE317	Business Finance	3
BSAD225	Principles of Management <u>or</u>	3
MGMT330	Principles of Management	3
MGMT333	Personnel Management	3
BSAD355	Management and Organization <u>or</u>	3
MGMT335	Management Structure in the Business Organization	3
MGMT485	Business Strategy and Policy <u>or</u>	3
BSAD494	Business Strategy and Decisions	3
MKTG210	Principles of Marketing <u>or</u>	3
MKTG310	Principles of Marketing	3

COGNATES (Total number of credits required for this section: 12-14) *

BSAD215	Information Technology and Applications in the Workplace ++	3
CPTR105	Introduction to Computers <u>or</u>	3
INFS120	Foundations of Information Technology	3

DEPARTMENT OF BUSINESS

MATH110	Probability and Statistics or	4
STAT285	Elementary Statistics	3
MATH121	College Algebra or	4
MATH165	College Algebra or	4
BSAD165	Mathematics for Business	3

APPLIED BUSINESS EMPHASIS (Total number of credits required from this section: 18) *

BSAD365	International Environment of Business	3
BSAD436	Motivation and Work Behavior	3
BSAD475	Operations Management	3

Choose three courses from the following with approval of a Departmental Advisor:

ACCT265	Introduction to Hong Kong Taxation	3
ACCT321	Intermediate Accounting	3
BSAD410	Entrepreneuring	3
BSAD450	Multicultural Business Relations	3
BUAD315	Quatitative Methods	3
ECON328	Money and Banking	3
INFS215	Information Systems Theory and Application ++	3
MKTG320	Consumer Behavior	3
MKTG440	Marketing Management	3

DENOMINATIONAL BUSINESS EMPHASIS (Total number of credits required from this section: 18)

RELB160	Jesus and the Gospels ++	3
RELT250	Principles of Christian Faith	3
RELT255	Church Leadership and Management	3
RELT303	Personal and Church Finance	3
RELT320	Personal Evangelism	3
RELT385	Christian Ethics and Modern Society ++	3

GENERAL EDUCATION REQUIREMENTS (Total number of credits required for this section: 48) *

COMM104	Communication Skills or	3
COMM105	Introduction to Human Communication	3
ENGL111	Grammar for Business +	3
ENGL101G	English Composition I or	3
ENGL115	English Composition I or	3
ENGL121	English for Business Purposes	3

DEPARTMENT OF BUSINESS

ENGL102G	Research and Literature or	3
ENGL214	Business Research Writing or	3
ENGL215	English Composition II	3
ENGL204	Introduction to Literature or	3
ENGL255	Studies in Literature	3
HIST114	Chinese History and Culture I or	3
HIST117	Civilization and Ideas I or	3
HIST125	History of World Civilizations I	3
HIST115	Chinese History and Culture II or	3
HIST118	Civilization and Ideas II or	3
HIST126	History of World Civilization II	3
HLSC110	Healthier Living or	2
HLED120	Fit for Life and	1
BSPE130	Physical Activities	1
MUHL204	Music Appreciation or	3
MUHL214	Enjoyment of Music	3
PHYS105	Introduction to Psychology or	3
PSYC101	Introduction to Psychology	3
RELT100	God and Human Life	3
RELB160	Jesus and the Gospels ++	3
RELB210	Jesus in His Time and Ours	3
RELT280	Moral Issues in World Religions	3
BSAD290	Social and Ethical Issues in Today's Society or	3
RELT340	Religion and Ethics in Modern Society or	3
RELT385	Christian Ethics and Modern Society ++	3
SOCI119	Principles of Sociology or	3
BHSC220	Interdisciplinary Approach to Contemporary Social Issues or	3
BHSC235	Culture, Place and Independence	3
Choose 4 credits from the following:		
BIOL100	Human Biology	4
CHEM100	Consumer Chemistry	4
FDNT230	Nutrition	3
PHYS110	Astronomy	4
PHYS115	MythBusting	4
PHYS150	Descriptive Astronomy	4

DEPARTMENT OF BUSINESS

GENERAL ELECTIVES (Total number of credits required 4-15) *

A total of 124 credits are required for graduation. Depending upon the electives chosen within the above requirements, 4 to 15 additional elective credits are available which students can satisfy by selecting from available Bulletin-listed courses.

*** Pending approval of Griggs University**

+ Native English speakers may apply to waive the course requirement.

++ Completion of a course can satisfy more than one requirement but credit can be applied only once.

Required credits for waived course requirements should be satisfied through additional General Elective credits.

DEPARTMENT OF ENGLISH

DEPARTMENT OF ENGLISH

The mission of the Department of English is to promote literacy, invigorate an appreciation for English language and literatures, and to abet 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. This 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 therefore exhibiting the ability to read (gather and analyze information), write (communicate information), and think critically (draw creative and independent conclusions). The department fosters these goals through instructions in all its courses.

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

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 through affiliation with Andrews or Griggs universities or the local accredited HKAC programs.

ONE-YEAR CERTIFICATE IN ENGLISH PROGRAM

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

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

The objectives of the program:

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

To be granted the certificate, students must:

1. Completed 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 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. Obtain a pass in English language (level 2) in HKCEE or IELTS score of at least 3.5 (iBT, 31) or equivalent.

DEPARTMENT OF ENGLISH

1st SEMESTER (16 credits)

ENSL060	English Through Journalism	4
ENSL074	Listening and Speaking Skills	4
ENSL075	Introduction to Grammar	4

*** choose one**

ENSL070	iBT- TOEFL Preparatory Course *	4
ENSL071	IELTS Preparatory Course *	4

2nd 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



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 to the various needs.

History

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

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 the benefit of 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 areas to be important and designs its curriculum to help students meet these goals.

**GENERAL EDUCATION REQUIREMENT FOR
FOUR YEAR UNDERGRADUATE DEGREE PROGRAMS**
[62-63 semester credits]

The requirements for the Two-Year Diploma in General Studies are satisfied by these General Education Requirements for Four-Year Undergraduate Degree Programs. §

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

RELB210	Jesus in His Time and Ours	3
RELT100	God and Human Life	3
And any other courses from RELB, RELG or RELT * (* one of which must be an upper department course)		3+3

LANGUAGE AND COMMUNICATION (Total number of credits required from this section: 12-17)

(# Students without or with limited Chinese background are required to take INSL121)

COMM104	Communication Skills	3
ENGL115	English Composition I	3
ENGL215	English Composition II	3
INLS121	Beginning Mandarin I #	4
INLS207	Practical Chinese Writing #	3
	Intermediate Language (for BA students only)	3

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

(+ these courses are taught in Chinese)

HIST114	Chinese History and Culture I +	3
HIST115	Chinese History and Culture II +	3
or		
HIST117	Civilizations and Ideas I	3
HIST118	Civilizations and Ideas II	3

FINE ARTS and HUMANITIES (Total number of credits required from this section: 6)

Student must take a total of 6 credits from any two of the following categories:

Visual Arts:

ARTH220	Language of Art	3
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Humanities:

ENGL225	Studies in Literature	3
INLS205	Introduction to Chinese Literature +	3
PHIL224	Introduction to Philosophy	3

DEPARTMENT OF GENERAL EDUCATION

Music:

MUHL214	Enjoyment of Music	3
MUPF170	Applied Music	1
MUPF270	Applied Music	1
MUPF370	Applied Music	1
MUPF470	Applied Music	1
MUPF329	Ensemble	1
MUPF337	Choir	1

LIFE AND PHYSICAL SCIENCES (Total number of credits required from this section: 8)

Student must take one Life Science and one Physical Science course

Life Science:

BIOL100	Human Biology	4
FDNT230	Nutrition	3
FDNT240	Nutrition Lab	1

(FDNT230 and FDNT240 must be taken concurrently to fulfill the requirement for Life Science)

Physical Science:

CHEM100	Consumer Chemistry	4
PHYS110	Astronomy	4
PHYS115	MythBusting	4

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

Students who score a "D" or higher in HKCEE Mathematics or equivalent may petition to waive from taking the course.

MATH145	Reasoning with Functions	3
MATH165	College Algebra	3
MATH166	PreCalculus Algebra	3

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

Student who passed competency exam may petition to waive from taking this course.

INFS120	Foundation of Information Technology	3
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SOCIAL SCIENCES (Total number of credits required from this section: 6)

Students must 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

DEPARTMENT OF GENERAL EDUCATION

Interdisciplinary Courses:

BHSC220	An Interdisciplinary Approach to Contemporary Social Issues	3
PSYC180	Dealing with Your Mind	3

PHYSICAL EDUCATION AND WELLNESS (Total number of credits required from this section: 1+3)

HLED120	Fit for Life	1
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Three courses to be taken from any of the following two categories:

Personal Fitness:

FTES116	Weight Control	1
FTES210	Personal Fitness Plan	1

Outdoor Activities:

FTES124	Backpacking	1
FTES278	Study Tour	1
FTES330	Outdoor Adventure	1

Team Activity:

FTES106	Beginning Basketball	1
FTES107	Beginning Volleyball	1
FTES118	Badminton	1

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

BHSC100	Philosophy of Service	2
<u>and</u>		
BHSC300	Fieldwork (40 hours of community service)	2

(Effective Spring Semester 2011-2012)

BHSC100 PHILOSOPHY OF SERVICE PRACTICAL EXPERIENCES

The Chair of the Department of General Education will furnish the teacher teaching the course with the practical service education form to be distributed 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.

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 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.

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 originally intended is completed.

Upon completion of the 15 hours required, the 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, grade 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.

BHSC300 PHILOSOPHY OF SERVICE FIELDWORK

Apart from fulfilling the number of hours required above, students are also required to register for BHSC300 Philosophy of Service Fieldwork at any time they wish during the course of study at Hong Kong Adventist College.

For this course, students are required to do 40 hours of community service. This course may be repeated to fulfill the total number of hours required.

For each credit registered, students are required to fulfill 20 hours of community services. Like the practical experiences above, students may complete their hours from different departments or events during the semester.

The total number of hours must be completed (20 hours) within the semester students registered for BHSC300: Philosophy of Service Fieldwork.

At the end of their community services, students are required to write a report of their experiences as stipulated in the Service Learning package which include the requirements checklist obtainable from the chair of the Department of General Education located in Room 109 in the Administration Building.

GENERAL STUDIES PROGRAM

(Registered under the Hong Kong Education Bureau)

The general studies program is designed so that students may increase the breadth of knowledge and depth of thought in major areas of learning. It is one of the emphases of education at Hong Kong Adventist College, and 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 and 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 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.

Students **WILL NOT** automatically receive the Two-year Diploma in General Studies even if they completed all the required courses in the program. In order to receive the two-year diploma in General Studies, students will have to apply for admission into the program before completing all the required courses.

GENERAL STUDIES PROGRAM

TWO-YEAR DIPLOMA IN GENERAL STUDIES CURRICULUM

(TOTAL: 62-63)

(Removed by action ACAD COUNCIL 2013-02-04 of February 20, 2013)

For the Curriculum of the Two-Year Diploma in General Studies, please refer to the identical General Education Requirements for Four-Year Undergraduate Degree Programs on Page 57.

DEPARTMENT OF HEALTH



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, taking into account the physical, mental, social, emotional, and spiritual health, is fundamental to life and effective services to God and men. Therefore, the mission of the department is to prepare qualified and highly motivated men and women to promote 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 in providing internship for potential graduates to have practical training. At the end of their four-year study, students are required to complete a 200-hour internship. With these skills and experiences, the department strives to accentuate professionalism in our serves to the community.

We also encourage diversity in student body to enrich experiences and cultures 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.

For those students in other majors who are interested in health may also pursue a minor in Health.

For those who desire a shorter term program, we also offer a two-year diploma in Health that covers the fundamental courses sufficient for basic health services.

PROGRAMS OFFERED

Andrews University Affiliation Program:

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

Hong Kong Adventist College:

Two-year Diploma in Health (Removed by action ACAD COUNCIL 2013-02-04 of February 20, 2013)

REQUIRED MAJOR 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

DEPARTMENT OF HEALTH

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 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	3
BIOL223	Anatomy and Physiology III	1
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 major, it is recommended that students take INSL201 Intermediate Mandarin as an elective. Students may also choose courses of personal interest.

DEPARTMENT OF HEALTH
MINOR IN HEALTH
ANDREWS UNIVERSITY AFFILIATION PROGRAM
Total minimum: 20 semester credits

REQUIRED COGNATES

FDNT230	Nutrition	3
FDNT240	Nutrition Laboratory	1
FTES214	Weight Training and Conditioning	1
HLED120	Fit for Life	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 Advisor.

DEPARTMENT OF HEALTH

TWO-YEAR DIPLOMA IN HEALTH

HONG KONG EDUCATION BUREAU REGISTERED (EDB/28221)

Total minimum: 62 semester credits

(Removed by action ACAD COUNCIL 2013-02-04 of February 20, 2013)

A student who plan to complete a two-year diploma in Health must complete 21 semester credits in major core courses, 11 semester credits in required cognates and 30-31 semester credits in General Education.

REQUIRED MAJOR CORE COURSES

FDNT230	Nutrition	3
FDNT240	Nutrition Laboratory	1
FTES116	Weight Control and Conditioning	1
FTES210	Personal Fitness Plan	1
FTES214	Weight Training and Conditioning	1
FTES	One elective activity course selected in consultation with the Advisor	1
HLED120	Fit for Life	1
HLED210	Philosophy of Health	3
HLED380	Natural Therapies	3
HLED480	Wellness Program	3
PSYC210	Introduction to Health Psychology	3

REQUIRED COGNATES

BIOL221	Anatomy and Physiology I	4
BIOL222	Anatomy and Physiology II	3
BIOL223	Anatomy and Physiology III	1
MKTG310	Principles of Marketing	3

GENERAL EDUCATION REQUIREMENTS

BHSC100	Philosophy of Service	2
ENGL104	Essential College English	3
ENGL105	Essential College Writing	3
INFS120	Foundation of Computer Technology	3
INLS207	Practical Chinese Writing * or	3
INLS121	Beginning Mandarin I *	
MATH	Choose any one of the Mathematics courses offered	3
PSYC101	Introduction to Psychology	3
PHYS115	MythBusting, or	4
CHEM100	Consumer Chemistry	4

DEPARTMENT OF HEALTH

RELB210	Jesus in His Time and Ours	3
RELT100	God and Human Life	3

* Students without Chinese background are required to take INLS121

DEPARTMENT OF PSYCHOLOGY



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.

PROGRAMS OFFERED

Andrews University Affiliation Program

- Bachelor of Science in Psychology
- Minor in Psychology

Hong Kong Adventist College

- Two-year Diploma in Social Sciences (Psychology Emphasis)
(Removed by action ACAD COUNCIL 2013-02-04 of February 20, 2013)

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 studied in a part-time fashion under the advice of the school to finish 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.

REQUIRED MAJOR CORE COURSES (Total number of credits required from this section: 10-11)**INTRODUCTION**

PSYC101	Introduction to Psychology	3
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DEVELOPMENT

PSYC220	Human Development – Lifespan	3
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PROFESSIONAL CONVENTION OR FIELD EXPERIENCE

PSYC438	Workshop: Professional Convention of Related Field or	1-2
PSYC480	Field Experience	

METHODOLOGY

PSYC432	Research Methods II: Introduction	3
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CONTENT COURSED (GROUPS A, B and C) (Total number of credits required from this section: 18)

Students must take a minimum of five courses from Groups A and B)

Group A (A minimum of 2 courses)

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

Group B (A minimum of 2 courses)

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

DEPARTMENT OF PSYCHOLOGY

Group C (A minimum of 1 course)

PSYC410	Introduction of Theories in Counseling & Psychotherapy	3
PSYC420	Human Sexuality	3
PSYC486	Psychological Assessment	3
and	One class from Group A or Group B	3

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

Electives may be chosen from content not taken to meet minimum requirements, other PSYC courses in the undergraduate program, or those approved by the Advisor.

REQUIRED COGNATES (Total number of credits required from this section: 22 credits)

BHSC230	Research Methods I: Statistics for the Behavioral Sciences	3
BIOL221	Anatomy & Physiology I	3
BIOL222	Anatomy & Physiology II	3
RELT340	Religion & Ethics in Modern Society	3
SOCI119	Principles of Sociology	3
PHIL224	Introduction to Philosophy	3
ANTH200	Cultural Anthropology or One sociocultural awareness class or experience	

GENERAL EDUCATION REQUIREMENT

Refer to General Education Section.

MAJOR FIELD TEST

Majors are required to take the Departmental assessment examination in Psychology.

DEPARTMENT OF PSYCHOLOGY

MINOR IN PSYCHOLOGY

ANDREWS UNIVERSITY AFFILIATION PROGRAM

Total: Minimum 20 semester credits

REQUIRED COURSES

PSYC101 Introduction to Psychology 3

At least one of the following:

PSYC450 Social Psychology 3

PSYC454 Theories of Personality 3

PSYC460 Psychology of Abnormal Behavior 3

At least one of the following:

PSYC210 Introduction to Health Psychology 3

PSYC364 Learning & Behavior 3

PSYC432 Research Methods II: Introduction 3

PSYC471 Behavior Modification 3

Remaining 11 credits to be chosen from other PSYC courses.

TWO-YEAR DIPLOMA IN SOCIAL SCIENCES (EMPHASIS ON PSYCHOLOGY)

HONG KONG EDUCATION BUREAU REGISTERED (EDB/28221)

Total: Minimum 62 semester credits

(Removed by action ACAD COUNCIL 2013-02-04 of February 20, 2013)

A student who plans to complete a two-year diploma in Social Sciences with Psychology emphasis must complete 28 credits in the major and 34 credits in General Education.

REQUIRED MAJOR CORE COURSES (Total number of credits required from this section: 28)

FOUNDATION COURSES

BIOL111	Anatomy & Physiology I	4
BIOL221		
BIOL112	Anatomy & Physiology II	3
BIOL222		

INTRODUCTION

PSYC101	Introduction to Psychology	3
PSYC204	Personal, Social & Career Development	3
PSYC210	Introduction to Health Psychology	3

METHODOLOGY

BHSC230	Research Methods I	3
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MAJOR ELECTIVES

6 credits of upper division Psychology courses

GENERAL EDUCATION REQUIREMENT COURSES (Total number of credits required from this section: 34)

<u>RELIGION</u>	6
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<u>LANGUAGE & COMMUNICATION SKILLS</u>	9
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ENGL101	General English I	3
ENGL102	General English II	3

OR

ENGL115	English Composition I	3
ENGL215	English Composition II	3

INFS207	Practical Chinese Writing	3
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<u>COMPUTER / MATHEMATICS</u>	3
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<u>ARTS, HUMANITIES & SOCIAL SCIENCE</u>	9
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<u>PHYSICAL ACTIVITY COURSE / SERVICE</u>	4
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<u>PE ACTIVITY COURSE / SERVICE</u>	3
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DEPARTMENT OF RELIGION



DEPARTMENT OF RELIGION

BACHELOR OF ARTS IN RELIGION

ANDREWS UNIVERSITY AFFILIATION PROGRAM

(Registration Number: 261684)

Total: Minimum 124 semester credits

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, 67 semester credits in the general education program, and all baccalaureate degree requirements as outlined in the Bulletin.

PROGRAMS OFFERED

Andrews University Affiliation Program

- Bachelor of Arts in Religion
- Minor in Religion

MAJOR REQUIREMENTS (Total number of credits required from this section: 39)

BIBLICAL STUDIES

RELB110	Biblical Backgrounds	3
RELB115	Hermeneutics	3
RELB214	Law and Writings of the Old Testament	4
RELB335	Acts and Epistles	4
RELB406	Studies in Daniel and Revelation	4
RELB476	Prophets of Isreal	4

MISSIOLOGY

RELM233	Cross-Cultural Ministry	3
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PROFESSIONAL TRAINING

RELP100-400	Pastoral Practicum	0
RELP330	Homiletics – Introduction to Preaching	2
RELP336	Homiletics – Expository Preaching	1
RELP337	Homiletics – Contextualized Preaching	1
RELP441	Introduction to Pastoral Ministry	2
RELP442	Introduction to Church Leadership	2

THEOLOGY

RELT226	Advanced Adventist Theology	3
RELT308	Gift of Prophecy	3

DEPARTMENT OF RELIGION

COGNATE REQUIREMENTS (Total number of credits required for this section: 15)

HIST114	Chinese History and Culture I	3
HIST115	Chinese History and Culture II	3
RELH316	History of Christian Church I	4
RELH400	SDA History and Prophetic Heritage	3
RELH448	History of Christianity in Asia	2

Minimum grades of "C-" must be earned in all RELB, RELH, RELP, and RELT courses to apply to major requirements.

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 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 and 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 be fulfilled by Greek at the intermediate level.
6. Ministerial Candidacy - Mechanism 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.

DEPARTMENT OF RELIGION

MINOR IN RELIGION

ANDREWS UNIVERSITY AFFILIATION PROGRAM

Total: Minimum 20 semester credits

15 credits in Biblical Studies (RELB) or Theology (RELT); the remaining 5 credits may be taken from any Religion Department offerings subject in consultation with the Department Chair. Must include 6 upper-Department credits.

COURSE DESCRIPTIONS

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

- ABD** **Courses offered for credit in the HKCAAVQ accredited Associate in Business Degree**
- AU** **Courses offered for credit in the Andrews University affiliation programs**
- GU** **Courses offered for credit in the Griggs University affiliation Bachelor of Science in Business Management**
- HKAC** **Courses offered for credit in the HKEDB programs registered though not accredited**
- #** **Courses offered only on the HKAC campus**
- *** **Courses not offered in 2011 – 2012**

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credits For</u>
ACCT121	Fundamentals of Accounting I & II (3, 3)	ABD GU
ACCT122	Emphasis upon understanding the basic accounting concepts, the accounting cycle, and the content, preparation, and interpretation of financial statements. Cost and managerial concepts examined. A grade of C or higher is needed for admission to ACCT122. [Equivalent to ACCT211, ACCT212]	
ACCT211	Principles of Accounting I (3) *	GU
	Introduction to the nature of accounting and the environment in which it is developed and used. The student will learn to record, classify and summarize business transactions in accounting records, measure business income by examination of revenue and expenses, evaluate and implement internal control procedures, and prepare and use financial statements. In addition, the student will explore the accounting principles involved in asset valuation, including cash management and valuation of receivables, inventories, cost of good sold, property, plant and equipment. [Equivalent to ACCT121]	
ACCT212	Principles of Accounting II (3) *	GU
	The student will learn about accounting for corporate transactions, including those involving significant assets and liabilities, stock, and unusual events of corporations. Finally, the student will complete their study of financial statements and be introduced to the United States federal income tax systems. [Equivalent to ACCT122] <u>Prerequisite:</u> ACCT211	
ACCT265	Introduction to Hong Kong Taxation (3) # *	GU
	Emphasis upon studying the principle of taxation in Hong Kong and the interpretation and application of the taxing statutes to practical situations.	

COURSE DESCRIPTION

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credits For</u>
ACCT305	Cost and Managerial Accounting (3) * Management's efforts to achieve a company's objectives through planning and control of factory overhead, materials, and labor. Job order systems, process cost systems, cost identification and determination, and accumulation procedures. <u>Prerequisite:</u> ACCT212	GU
ACCT321	Intermediate Accounting (3) * Accounting theory and problems in the classification of transactions, asset and liability valuation, income determination, and the presentation and interpretation of financial statements. Study of generally accepted accounting principles. Students may not enroll in ACCT321 unless they have obtained a grade of C or higher in ACCT121, 122. <u>Prerequisite:</u> ACCT122, INFS215	GU
ANTH200	Cultural Anthropology (3) 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."	AU
ARTH220	Language of Art (3) * Presents the elements of visual language and studies them in relationship to images of famous paintings, sculptures, and contemporary advertisements.	AU HKAC
BHSC100	Philosophy of Service (2) 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.	AU HKAC
BHSC220	Interdisciplinary Approach to Contemporary Social Issues (3) Issues may include drug abuse, the family, crime/violence and punishment, 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.	AU HKAC
BHSC230	Research Methods I: Statistics for Behavioral Sciences (3) 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.	AU HKAC
BHSC235	Culture, Place and Independence (3) 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.	AU

COURSE DESCRIPTION

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credits For</u>
BHSC300	Philosophy of Service Fieldwork (1-2) Provides an opportunity for the practical application of the theories, principles and concepts learned in BHSC100. 20 hours of service is required for each credit registered for. <u>Prerequisite:</u> BHSC100	AU HKAC
BHSC440	Topics in _____ (1-3) 001 – Families in Crisis Examines emerging issues in the behavioral sciences. Repeatable in different specialized areas.	AU
BHSC450	Community Health & Human Disease (3) Examines in-depth emerging issues in the behavioral sciences. May be repeated in different specialized areas.	AU
BIOL100	Human Biology (4) * 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.	AU GU
BIOL101	General Biology I (3) #	AU
BIOL102	General Biology II (3) # Study of the basic principles of biology of animals, plants, and microorganisms. Topics include the cell, physiology, genetics, development, taxonomy, and ecology. One lab per week. This course is designed for students who come from a non-science background.	AU
BIOL221	Anatomy & Physiology I (4)	AU HKAC
BIOL222	Anatomy & Physiology II (3)	AU HKAC
BIOL223	Anatomy & Physiology III (1) BIOL221 and 222 include cell biology, functional anatomy, and control of each organ system of the human. BIOL221 weekly: 3 lectures and 1 lab; BIOL222 weekly: 2 lectures and 1 lab; BIOL223 weekly: 1 lecture and 1 lab, includes more detailed anatomy. Does not apply to a major or minor. <u>BIOL221 is a prerequisite for BIOL222. BIOL222 or consent of the instructor is the prerequisite for BIOL223.</u>	AU HKAC
BSAD104	Introduction to Business (3) The nature of business systems, including the role of business in society, examination of the functions of a business enterprise, contemporary problems, and future challenges. Career decision-making in terms of business careers. Does not apply towards management major during junior and senior years.	HKAC
BSAD165	Mathematics for Business (3) A study of linear equations and inequalities; algebraic, logarithmic, and exponential functions; polynomials and complex numbers. Includes applications in business and science. [Identical to MATH165]	ABD

COURSE DESCRIPTION

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credits For</u>
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.	HKAC
BSAD215	Information Technology Applications in the Workplace (3) This course focuses on extending the students skills in IT applications and explores information systems theory. Applications focused on include advance 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. The class will include two hours of face-to-face instruction per week. [Equivalent to INSF215] <u>Prerequisite:</u> A computer course at the secondary school level or INSF110	ABD
BSAD225	Principles of Management (3) * Study of the management process, the major internal features of a business system and the environment in which it operates, and the key competencies needed to be a successful manager.	ABD
BSAD290	Social and Ethical Issues in Today's Society (3) * This course 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 [Equivalent to RELT340] <u>Prerequisite:</u> RELT100 God and Human Life	ABD
BSAD341	Business Law I (3) * Introduction to general principles of law and its interpretation including limited coverage of business torts and crimes, as well as coverage of contract and sales law, property law, agency, and commercial paper.	HKAC
BSAD345	Business and Society (3) A study of how business operates within the political, legal, and social environment, its relationship to government agencies and government controls, and how business relates its activities to various social problems. Ethical considerations of business decisions as related to this environment.	GU
BSAD355	Management and Organization (3) * 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.	ABD

COURSE DESCRIPTION

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credits For</u>
BSAD365	International Environment of Business (3) * A survey of the world environment in which international business is conducted, including both economic relations among nations and environmental factors that affect business operations within different nations. Topics include international trade and trade restrictions, the balance of payments, the international monetary systems, and the multinational corporation.	GU
BSAD410	Entrepreneurship (3) * A systematic study of entrepreneurship, with an emphasis on contemporary trends. The creation, assessment, development, and operation of new and emerging ventures, including home-based businesses, franchises, and existing business purchases. Addresses entrepreneurial profiles and elements required to write a business plan. <u>Prerequisites:</u> BSAD355 and MKTG310	GU
BSAD436	Motivation and Work Behavior (3) * Advanced topics dealing with individual and organizational factors affecting employee motivation, performance, and satisfaction. Areas may include the work climate, organizational attachment, job design, goal-setting, emotional intelligence, group dynamics, and reward systems. Cases and projects. <u>Prerequisite:</u> BSAD355	GU
BSAD494	Business Strategy and Decisions (3) * The goal of this interdisciplinary course is to enable students to develop and/or fine tune skills in the analysis of strategic and organizational problems and issues. <u>Prerequisite:</u> BSAD355 previously completed. All other core BBA courses must be completed or concurrently enrolled.	GU
BSAD450	Multicultural Business Relations (3) * A study of globalization and the increasing ethnic and cultural diversity in the workplace that requires managers to become more aware of and sensitive to the role of culture in business relations. Communication, negotiation, principles and practices of management in a cross-cultural context is the focus of study.	GU
BSAD475	Operations Management (3) * Analysis of problems and issues faced by production/operations managers in manufacturing and service industries. Concepts and techniques include operations scheduling, quality control, plant layout, facility location, line balancing, queues, production and inventory controls, forecasting and linear programming. <u>Prerequisite:</u> STAT285	GU
BSPE130	Physical Activities (1) Elective modules may include Beginning Swimming, Intermediate Swimming, Weight Training, Jogging, Aerobic Rhythms, Badminton I & II, Table Tennis, tennis I & II, Backpacking I & II, Cycling/Mountain Biking, Basketball, Soccer, Volleyball I & II, or Basic Skills. [Identical to FTES130]	ABD

COURSE DESCRIPTION

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credits For</u>
BUAD246	Business Research and Communication (3) * Designed to enhance research and writing skills and to help the student develop competency in writing business communications. <u>Prerequisite:</u> ENGL102	GU
BUAD315	Quantitative Methods (3) * Quantitative Methods is a study of the business decision-making process and the applications of linear equations, linear programming, matrix algebra, probability, minimization and maximization problems, game theory, PERT, inventory models, and forecasting. <u>Prerequisite:</u> ENGL102	GU
BUAD375	Business Law I (3) * Business Law I is a survey course designed to introduce legal topics and concepts that can and will affect the student throughout their personal and business lives. The student will explore the legal environment, torts, business crimes, contracts, property, and estate planning.	GU
CHEM100	Consumer Chemistry (4) * 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.	AU GU HKAC
CHEM131	General Chemistry I (4) * The first course in chemistry is for students planning to major in science.. 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. <u>Prerequisite:</u> MATH 166 or equivalent. High school chemistry or physics strongly recommended	AU HKAC
CHEM132	General Chemistry II (4) * A continuation of CHEM131 with topics including thermodynamics, acid and base chemistry, descriptive and nuclear chemistry. Weekly: 3 lectures, 2 recitations, and a 3-hour lab. <u>Prerequisite:</u> a grade of C- or better in CHEM131	AU HKAC
CHIN207	Practical Chinese Writing (3) 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	ABD GU

COURSE DESCRIPTION

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credits For</u>
CHIN207	Practical Chinese Writing (3) 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) [Equivalent to INLS207]	ABD GU
COMM104	Communication Skills (3) 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.	ABD AU HKAC
COMM105	Introduction to Human Communication (3) * A study of the theory, basic levels, and forms of communication. Instruction in the fundamental processes of oral expression with practice in interpersonal, nonverbal, small group, and public speech exercises. Speeches on two VHS videos/DVDs required.	GU
COMM320	Interpersonal Communication (3) * Emphasis is placed on interpersonal skills for the workplace. Students examine components of interpersonal communication such as listening, perception, managing conflict, etc., then apply specific strategies to build relationships.	AU HKAC
CPTR105	Introduction to Computers (3) * An introduction to the capabilities and uses of computer technology. In addition to the basic hardware components of computer systems, students will be introduced to the Internet, word processing, electronic spreadsheets, databases, programming, and career opportunities available in the computer field. This course does not include hands-on instructions. [Equivalent to INFS219]	GU
ECON225	Principles of Macroeconomics (3) * 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. [Equivalent to ECON265]	ABD AU GU HKAC
ECON226	Principles of Microeconomics (3) * Explores theories currently used to explain how people choose what to consume and produce. 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. [Equivalent to ECON266]	ABD GU
ECON265	Principles of Economics I – Macro (3) * An introductory course that explores topics such as economic growth, inflation, unemployment, fiscal and monetary policies, money supply, banking and the central banking system within the context of major economic theories. [Equivalent to ECON225]	GU

COURSE DESCRIPTION

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credits For</u>
ECON266	Principles of Economics II – Micro (3) * Microeconomics examines the factors that influence individual economic choices and how the choices of various decision makers are coordinated by markets. Topics include supply, demand, equilibrium, elasticity, costs, and competition models and their impact on factor and goods markets; antitrust and mergers, and income distribution. [Equivalent to ECON226]	GU
ECON328	Money and Banking (3) * Commercial banking, the operation and controls of the Federal Reserve System, money and credit in circulations, and effect of monetary policies. <u>Prerequisites:</u> ECON225, 226	GU
ENGL101G	Composition (3) This course is designed to advance writing skills for college and professional pursuits by bringing observation, thoughtfulness, organization, sense of audience, and sense of self to bear on student writing.	GU
ENGL102G	Research and Literature (3) A study of poetry, short stories, drama, and the process of writing a research paper. A paper is required.	GU
ENGL101 ENGL102	General English I (3) General English II (3) * Equivalent courses of ENGL115 and ENGL 215 for students under HKAC programs. Study and practice in grammar, reading comprehension, listening and speaking, and writing. Skills in research writing will be integrated in the second part of the course. Students need to pass these courses before taking upper Department courses.	HKAC
ENGL111	Grammar for Business (3) This course is designed to help business student improve their communication skills in real and simulated business environments. It covers grammar from tenses to clauses appropriate to different situations in interpersonal communication.	ABD GU
ENGL115	English Composition I (3) 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. <u>Prerequisites:</u> IELTS 6.5; iBT 79; HKCEE level 4; HKALE D	AU GU HKAC
ENGL121	English for Business Purposes (3) This course is designed towards helping business student appropriately address various business correspondences and situations. Coverage includes business terminologies, business letters, meetings, and various business related activities. [Equivalent to ENGL115]	ABD GU

COURSE DESCRIPTIONS

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credits For</u>
ENGL204	Introduction to Literature (3) * 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. <u>Prerequisite:</u> ENGL115	ABD GU
ENGL214	Business Research Writing (3) * 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. <u>Prerequisite:</u> COMM104, ENGL121	ABD GU
ENGL215	English Composition II (3) 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. [Equivalent to ENGL214; <u>prerequisite:</u> ENGL121] <u>Prerequisites:</u> ENGL115 and completion of 24 semester credits	AU GU HKAC
ENGL255	Studies in Literature (3) * 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. <u>Prerequisites:</u> Passed ENGL115 Offered Fall, Spring Semesters.	AU GU HKAC
FDNT230	Nutrition (3) 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]	AU GU HKAC
FDNT240	Nutrition Laboratory (1) Discovering principles of nutrition science in the laboratory. A weekly 3-hour lab. Required for those students needing life science general education credit.	AU GU HKAC
FDNT421	Community Nutrition I (2) * Principles for presenting nutrition information to individuals and groups. Community assessment and planning a community nutrition program. Weekly: 1 hour lecture and 3 hour practicum. <u>Prerequisite:</u> FDNT230	AU
FDNT422	Community Nutrition II (2) * Analysis of local and national nutrition programs and services. Impact of nutrition policies on community health. Implementing and evaluating a community nutrition program. Weekly: 1 hour lecture and 3 hour practicum. <u>Prerequisite:</u> FDNT421	AU

COURSE DESCRIPTION

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credits For</u>
FDNT448	Nutrition and Wellness (3) * 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. <u>Prerequisite:</u> FDNT230	AU HKAC
FDNT460	Seminar (1) * Review of contemporary issues and /or current literature in nutrition. Repeatable to 3 credits.	AU
FDNT497	Internship (2) Supervised field experience in an approved health institution or health promotion program for a total of 200 hours. Application of knowledge and competencies learned in the health program.	AU
FDNT498	Research Methods (2) * A study of research methodology, survey methods, and applied statistics as they relate to dietetics.	AU
FNCE290	Business Finance (3) * The source and uses of funds required by a business. A theoretical framework that the financial manager can use to reach decisions within the realities of the financial world. Topics include financial analysis, estimating funds requirements, short- and long-term loan arrangements, capital structure planning, and securities issues. <u>Prerequisite:</u> ACCT212	GU
FNCE317	Business Finance (3) * The source and uses of funds required by a business. A theoretical framework that the financial manager can use to reach decisions within the realities of the financial world. Topics include financial analysis, estimating funds requirements, short- and long-term loan arrangements, capital structure planning, and securities issues. [Equivalent to FNCE290] <u>Prerequisite:</u> ACCT122, BSAD165	ABD GU
FTES106	Beginning Basketball (1) * Instruction in the fundamental skills of shooting, passing, ball-handling, man-to-man defensive play, basic rules, offensive strategy, basic rules and team play.	AU HKAC
FTES107	Beginning Volleyball (1) * Instruction in the basic skills of serving, setting, passing and spiking, and the basic instruction on rules, and 2-, 3-, 4- and 6-person team play.	AU HKAC
FTES116	Weight Control (1) 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.	AU HKAC

COURSE DESCRIPTION

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credits For</u>
FTES118	Badminton (1) Analysis and practice of basic stroke, singles and double play, strategy and rule interpretations.	AU HKAC
FTES130	Special Activity (1) * Special areas beyond normally offered courses: Cardinal Athletics, personalized fitness activities, horseback riding. Repeatable in different areas.	ABD AU HKAC
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.	AU HKAC
FTES214	Weight Training and Conditioning (1) * 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.	AU HKAC
FTES305	Current Concepts and Applications in Physical Fitness (3) * 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.	AU HKAC
FTES330	Outdoor Adventure (1) * Instruction in camping and outdoor techniques, open fire cooking, orienteering, backpacking, wilderness first aid and edible wild plants. Department supplies all necessary equipment except backpack. One weekend trip required where students will day hike and live outdoors.	AU HKAC
FTES355	Methods of Fitness Instruction (3) * A course providing knowledge and practical application for instructing safe and effective exercise programming for apparently health individuals. Teaching and evaluating of a variety of individual and group exercise sessions including several different types of physical activities. <u>Prerequisite:</u> FTES305	AU HKAC
FTES465	Exercise Physiology (4) Study of the body's physiological response to exercise. Three lectures per week plus 3-hour lab. [Identical to PETH465] <u>Prerequisites:</u> BIOL 111, 112 or equivalent	AU
FTES495	Independent Study / Reading / Research / Project (1-4) * <i>Independent Study:</i> Directed study in an area of interest resulting in a formal term paper. <i>Independent Readings:</i> Weekly meetings with the instructor for individual assignments and reports. <i>Independent Research:</i> Design and execution of an experiment or causal-comparative research.	AU HKAC

COURSE DESCRIPTION

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credits For</u>
FTES495	Independent Study / Reading / Research / Project (1-4) * <i>Independent Project:</i> Practical or creative experience or project in consultation with instructor. Permission required from the instructor and Department Chair. Thirty hours of involvement required for each credit. Contract of proposed activity required. Repeatable to 4 credits in each area.	AU HKAC
HIST114	Chinese History & Culture I (3) # This course explores the continuity and change in ancient China, beginning with the founding of Chinese civilization and the unification of the first Chinese empire to the history of dynastic changes till the 19 th century. It highlights the success and failures of traditional Chinese statecraft, China's interactions with central Asian cultures, the outbreak of peasant uprisings, and the invasions by tribal communities. A study of Chinese history and culture from antiquity to the Ming Dynasty. (Chinese Language medium)	ABD AU GU HKAC
HIST115	Chinese History & Culture II (3) # This course looks at the continuity and change in Chinese history, beginning from the imperial dynasties of Song, Yuan, Ming and Qing to the founding of the Republican state in 1911. It highlights China's interactions with central Asian states, the outbreak of peasant uprisings, the arrival of Western imperialism, and the social and cultural transformation of China. A study of Chinese history and culture from Qing Dynasty to the present. (Chinese Language medium)	ABD AU GU HKAC
HIST117	Civilizations and Ideas I (3) * 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. [Equivalent to HIST125]	ABD AU GU HKAC
HIST118	Civilizations and Ideas II (3) * 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. [Equivalent to HIST126]	ABD AU GU HKAC
HIST125	History of World Civilizations I (3) * An introduction to the historical development of human civilizations from antiquity to the mid-seventeenth century, with focus on the themes of political and social organization, worldviews, and cultural achievements. [Equivalent to HIST117]	GU
HIST126	History of World Civilizations II (3) * An introduction to the historical development of human civilizations from approximately the mid-seventeenth century to the present. Emphases include the interaction between Western and non-Western cultures and the impact of key social and political ideas and movements. [Equivalent to HIST118]	GU

COURSE DESCRIPTIONS

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credits For</u>
HLED120	Fit for Life (1) 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 will be studied. Practical tools will be given to help adopt and model healthier lifestyles.	ABD AU GU HKAC
HLED 210	Philosophy of Health (3) * 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.	AU HKAC
HLED380	Natural Therapies (2) * The study of simple natural therapeutic remedies, including massage, hydrotherapy, and herbal therapies.	AU HKAC
HLED445	Consumer Health (3) * 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.	AU HKAC
HLED480	Wellness Programs (3) * 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 program evaluation. Two lectures per week and a third hour each week.	AU HKAC
HLSC110	Healthier Living (2) * A course designed to give students the practical means of assessing and managing their personal health behaviors so that they can live their lives to the fullest. Recognizing that health information changes quickly and there is so much to know, this course emphasizes the basic facts and encourages students to translate them into meaningful plan of action that is personally relevant. The Adventist philosophy of health expressed in the writings of Ellen G. White is emphasized as an important reliable health information.	GU
INFS110	Introductory Computer Tools (3) Computer usage including application software, operating systems, Internet, development concepts. And ethics. Explores the appropriate role of IT in an organization. The lab portion of the class covers presentations, word processing, spreadsheets, database, and the creation of web pages. <u>Prerequisites:</u> familiarity with word processing and keyboarding skills of 20 wpm	HKAC
INFS120	Foundations of Information Technology (3) 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, wordprocessing, spreadsheets, databases, use of online resources and basic web development. Recommended math placement exam score of M0 or better, or MATH092 or higher.	AU

COURSE DESCRIPTION

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credits For</u>
INFS120	Foundations of Information Technology (3) <u>Prerequisites:</u> Familiarity with wordprocessing and keyboarding skills of 20wpm. Credit for this class cannot be obtained by CLEP test.	AU
INFS215	Information System Theory & Application (3) 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. [Equivalent to BSAD215] <u>Prerequisite:</u> INFS110	AU GU
INLS121	Beginning Mandarin I (4) #	AU GU HKAC
INLS122	Beginning Mandarin II (4) # * A beginning course in Mandarin with emphasis on the fundamentals of pronunciation, structure, and conversation skills. (Chinese language/Mandarin medium)	AU GU HKAC
INLS205	Introduction to Chinese Literature (3) # * An overview of Chinese literature which includes Chinese poetry and classical writing from the Xianqin, Tang, Song, Yuan, Ming, and Qing dynasties and contemporary prose, novels, modern poems, and drama. (Chinese language medium)	AU GU
INLS207	Practical Chinese Writing (3) 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)	AU GU HKAC
INLS235	Intermediate Mandarin (4) # * 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).	AU GU HKAC
MATH110	Probability and Statistics (4) Descriptive statistics, elementary probability, Venn diagrams, discrete random variables, binomial and normal distributions, inferential statistics, sampling tests of hypotheses, regression, correlations, analysis of variance, chi-square analysis.	GU
MATH121	College Algebra (2) * An advanced study of linear, quadratic, and simultaneous equations; laws of exponents; graphs; progressions, variations; the binomial theorem; and logarithms. <u>Prerequisite:</u> Secondary algebra; geometry highly recommended	GU

COURSE DESCRIPTION

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credits For</u>
MATH 145	Reasoning with Functions (3) 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.	AU HKAC
MATH165	College Algebra (3) A study in linear equations and inequalities; algebraic, logarithmic, and exponential functions; polynomials and complex numbers. Includes applications in business and science.	AU GU HKAC
MATH166	Precalculus Algebra (3) * Equations and inequalities; algebraic, logarithmic, exponential, polynomial, and rational functions, complex numbers; and selected topics. Fulfills the General Education Mathematics reasoning requirement.	AU GU HKAC
MGMT330	Principles of Management (3) * The art and science of managing and accomplishing organizational goals through the cooperation of other people. Functions of managers, principles of management, decision making, and analysis of problems central to management.	GU
MGMT333	Personnel Management (3) * The principles, methods, and practices of administering a personnel program for the business organization.	GU
MGMT335	Management Structures in the Business Organization (3) * The ways in which business organizations are structured to deal most effectively with their environment. Special attention will be given to the organization's legal, social, and ethical responsibilities.	GU
MGMT485	Business Strategy and Policy (3) * The case method is used to analyze policies, problems, and strategy formulation of the functional areas of the organization.	GU
MKTG210	Principles of Marketing (3) * Principles and practices of the marketing system, analysis of markets, consumer motivation, product decision, pricing policies, distribution, promotion, and selling to consumers. [Equivalent to MKTG310]	GU
MKTG310	Principles of Marketing (3) * 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. [Equivalent to MKTG210]	ABD AU GU HKAC

COURSE DESCRIPTION

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credits For</u>
MKTG320	Consumer Behavior (3) * An integration of the various disciplines in the behavioral sciences with marketing theory to understand, explain, and predict consumer decisions. Explores both the theoretical and practical implications of individual behavioral variables, group influences, and consumer decision processes. <u>Prerequisite:</u> MKTG310	GU
MKTG440	Marketing Management (3) * An integrative capstone course for marketing majors. Emphasizes process by which marketing managers seek solutions to marketing problems and considers marketing opportunities. Field studies provide students with opportunities to apply knowledge gained in marketing course work to concrete situations. Assumes completion of majority of courses in marketing major. <u>Prerequisites:</u> MKTG310, 320, 368 and 456, or permission of instructor	GU
MUHL204	Music Appreciation (3) * Designed for students with no previous background in music. Basic elements of music are covered, including melody, rhythm, texture, timbre, dynamics, form, notation, and theory, as well as the principal styles, forms development of Western music from the medieval to contemporary periods. The student should plan to attend one live concert. [Equivalent to MUHL214]	GU
MUHL214	Enjoyment of Music (3) 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. [Equivalent to MUHL204]	ABD AU GU HKAC
MUPF170	Applied Music – Freshman (1)	AU HKAC
MUPF270	Applied Music – Sophomore (1)	AU HKAC
MUPF370	Applied Music – Junior (1)	AU HKAC
MUPF470	Applied Music – Senior (1) 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 course do not apply to music major	AU HKAC
MUPF329	Ensemble (1) # Ensembles seek to expand the intellectual, psychological and spiritual horizons of the students.	AU HKAC
MUPF337	Choir (1) # Serves as a means of facilitating the enjoyment and practice of the musical process through choral singing activities.	AU HKAC

COURSE DESCRIPTIONS

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credits For</u>
NUTR300	Nutrition (3) A course designed not only to provide an introduction to the relationship between nutrition and good health, but to explore the basic medical and chemical aspects of nutrition. [Equivalent to FDNT230]	GU
PHIL224	Introduction to Philosophy (3) An introduction to basic philosophical issues, including the relationship of faith and reason, epistemology, the mind-body problem, determinism and free will, and ethics.	ABD AU GU HKAC
PETH465	Exercise Physiology (4) 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	AU
PHYS110	Astronomy (4) * Explore the cosmic environment – the solar system, stars and their development, star clusters, the interstellar medium, galaxies, and large-scale features of the universe. Meets the physical science general education requirement. Weekly: 3 lectures, 1 recitation, and a 2-hour lab. [Equivalent to PHYS150] <u>Prerequisite:</u> MATH145 or 166 or equivalent	AU GU HKAC
PHYS115	Mythbusting (4) Examining what is commonly believed about the physical world and how to realign it with measurable reality. A conceptual and relevant understanding of physics – forces, matter and energy with 21 st century applications. Meets in General Education Physical Science requirement. Does not apply to a major or minor. Weekly: 3 lectures, 1 recitation and a 2-hour lab. <u>Prerequisite:</u> MPEP2 or any GE-level math course	AU GU HKAC
PHYS141	General Physics I (4) *	AU
PHYS142	General Physics II (4) * Algebra-based introduction of topics in Physics such as mechanics, relativity, heat, electricity, magnetism, wave, optics, and modern physics. Weekly 3-hour lab. Fulfills the General Education Natural Science course requirement. <u>Prerequisite:</u> MATH145 or equivalent	AU
PHYS150	Descriptive Astronomy (4) * Cultural aspects and philosophical implications of the cosmic environment. Topics considered include the solar system, stars and their development, star clusters, the interstellar medium, galaxies, and the large-scale features of the universe. A general education course for liberal arts students. [Equivalent to PHYS110] <u>Prerequisite:</u> Algebra on the secondary level	GU

COURSE DESCRIPTION

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credits For</u>
PSYC101	Introduction to Psychology (3) Principles of psychology including the study of growth, perception, learning, thinking, motivation, emotion, personality, and mental health. [Equivalent to PHYC105]	ABD AU GU HKAC
PSYC105	Introduction to Psychology (3) * The basic principles and concepts in psychology, including the principles of motivation, learning, and perception. Designed to introduce college students to history, development, and present scope of psychology. A prerequisite for all other courses in psychology. [Equivalent to PSYC101]	GU
PSYC180	Dealing with Your Mind (3) * 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.	AU
PSYC204	Personal, Social and Career Development (3) * Application of psychological principles of behavior as they influence optimal personal, social career development, with an emphasis on effective strategies for self-management and self-improvement.	AU
PSCY210	Introduction to Health Psychology (3) 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. <u>Prerequisite:</u> PSYC101	AU
PSYC220	Human Development - Lifespan (3) Lifespan is an integrative approach to psychological development which emphasizes the interdependency of physical, cognitive, emotional, and social development. The interrelatedness of theory, research, and application are seen throughout the entire sequence of human development from conception to death. <u>Prerequisite or co-requisite:</u> PSYC101 or permission of advisor/chair	AU
PSYC252	The Psychology of Adolescence, Youth and Aging (3) * Current psychological theories relating to psychological development, maturity, and decline as evidenced during the adolescent, youth, middle age, and retirement years. <u>Prerequisite:</u> PSYC 101	AU
PSYC269	History and Systems of Psychology (3) * A study of significant schools, individuals, and theories in the field of psychology, together with their contributions to present knowledge of behavior. <u>Prerequisite:</u> PSYC101	AU

COURSE DESCRIPTION

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credits For</u>
PSYC315	Organization and Human Resources (3) * 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.	AU
PSYC316	Psychology of Character Development (3) # * A consideration of morals, ethics, and values in terms of contemporary psychology as related to character development in a person.	HKAC
PSYC319	Stress Management (3) * 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.	AU
PSYC364	Learning & Behavior (3) * 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. <u>Prerequisite:</u> PSYC101	AU
PSYC410	Introduction to Theories in Counseling and Psychotherapy (3) 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. <u>Prerequisites:</u> PSYC101, and one of the following: PSYC269, 454, or 460	AU
PSYC420	Human Sexuality (2-3) * A study of the multiple aspects of sexuality within a framework of Christian values.	AU
PSYC432	Research Methods II: Introduction (3) 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. <u>Prerequisite:</u> BHSC230 or STAT285	AU
PSYC433	Research Methods III: Advanced Research Design-Experimental and Survey (3) * 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. No Lab fee. <u>Co-requisite:</u> PSYC434 <u>Prerequisites:</u> BHSC230 or STAT285 and PSYC432	AU

COURSE DESCRIPTION

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credits For</u>
PSYC434	Research Methods IV: Advanced Statistical Analysis and SPSS (3)* 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. <u>Co-requisite:</u> PSYC433 <u>Prerequisites:</u> BHSC230 or STAT285 and PSYC432	AU
PSYC438	Workshop (1-3) * 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.	AU
PSYC445	Cognitive Psychology (3) * 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. <u>Prerequisite:</u> PSYC101	AU
PSYC450	Social Psychology (3) A study of human behavior within a group context. Included are attitudes, social roles, collective behavior, and the dynamic aspects of human interaction. <u>Prerequisite:</u> PSYC101 and two other behavioral science courses	AU
PSYC454	Theories of Personality (3) Integrates sub-fields of psychology to enhance understanding of individual personality. <u>Prerequisite:</u> PSYC101	AU
PSYC460	Psychology of Abnormal Behavior (3) A study of deviant human behaviors and theories of causation and remediation. <u>Prerequisite:</u> PSYC101	AU
PSYC465	Physiological Psychology (3) * 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. <u>Prerequisite:</u> PSYC101	AU
PSYC466	Psychology of the Exceptional Child (3) * A survey of assessment, remediation, and adjustment for exceptional children and youth who require special education and related services. Various types of exceptionality are explored such as mental retardation, learning disabilities, emotional or behavioral disorders, giftedness, disorders of communication, and impairment of hearing or sight. <u>Prerequisite:</u> PSYC101	AU

COURSE DESCRIPTION

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credits For</u>
PSYC471	Behavior Modification (3) * The theory and techniques of behavior change utilizing principles of conditioning. Applications relevant to health-centered and educational settings are emphasized. <u>Prerequisite:</u> PSYC101	AU
PSYC480	Field Experience (1-8) 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.	AU
PSYC486	Psychological Assessment (3) * 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. <u>Prerequisite:</u> PSYC101, BHSC230 or STAT285	AU
PSYC495	Independent Study/Readings/Research/Project in Psychology (1-3) 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.	AU
RELB110	Biblical Backgrounds (3) * Archaeological, cultural, geographical, and historical backgrounds of the Old and New Testaments.	AU HKAC
RELB160	Jesus and the Gospels (3) A comprehensive study of the life and teachings of Jesus as unfolded in the four gospels with analytical attention to the gospel writers and their writing in an attempt to reveal the impact of His Self-revelation on that age and ours. <u>Suggested background:</u> Secondary Bible or equivalent	GU
RELB115	Hermeneutics (3) 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.	AU HKAC
RELB210	Jesus in His Time and Ours (3) 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. <u>Prerequisite:</u> RELT100	AU GU HKAC
RELB214	Law and Writings of the Old Testament (4) * An introduction to The Pentateuch and the "Writings" (historical books, Psalms, and wisdom literature).	AU HKAC

COURSE DESCRIPTION

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credits For</u>
RELB335	Acts and Epistles (4) * 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.	AU HKAC
RELB406	Studies in Daniel and Revelation (4) * Study of the background, content, and construction of these biblical books with emphasis upon the interpretation of prophecy, apocalyptic imagery, and symbols.	AU HKAC
RELB476	Prophets of Israel (4) * Includes the history of prophecy, the pre-writing prophetic figures, and the books of the writing prophets. Research paper may be required.	AU HKAC
RELG360	Topics in Religion (1-3) Designed to add flexibility to the department offerings and to meet diverse student needs. Repeatable as topics vary. Consult the class schedule for the current topic. This course qualifies for a deferred grade when it requires research.	AU HKAC
RELH330	History of Christianity in Asia (2) * 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.	AU
RELH316	History of the Christian Church I (2) * 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. <u>Prerequisite:</u> HIST117 or permission of instructor	AU
RELH400	SDA History and Prophetic Heritage (3) * 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.	AU
RELP233	Cross-cultural Ministry (3) # * A study of major issues in communicating Christianity in other cultures, especially focused on Asian religions with the aim of preparing the students for future fieldwork.	AU
RELP110	Pastoral Practicum (0)	AU
RELP210	Pastoral Practicum (0)	AU
RELP310	Pastoral Practicum (0)	AU
RELP410	Pastoral Practicum (0) A progressive program that aims to guide theology students in a variety of activities within the local church. This program is theoretical as well as practical in nature. The theory is presented in the church and ministry classes through the development of a series of subjects that have an objective to form the personality of the future minister and to orient the student regarding his/her activities in the church during the weekends.	AU

COURSE DESCRIPTION

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credits For</u>
RELP110	Pastoral Practicum (0)	AU
RELP210	Pastoral Practicum (0)	AU
RELP310	Pastoral Practicum (0)	AU
RELP410	Pastoral Practicum (0)	AU
	The field education is accomplished in local churches and is assigned by the Department of Religion in coordination with its faculty council, the district pastor, the local church, and the management office of all Adventist churches. Special focuses will be on the different roles and functions in the church. Students may be assigned to work in a variety of churches located locally or outside of Hong Kong. This is a requirement for all religion majors. Students must attend this class each semester in residence. This course is registered for and graded only once each year. Literature evangelism and / or public evangelism are the main focuses during the summer practicum.	
RELP160	Project (1-8)	AU
RELP260	Project (1-8)	AU
RELP360	Project (1-8)	AU
RELP460	Project (1-8)	AU
	Observation or involvement in research considering aspects of pastoral ministry (e.g. Gender or generation ministries, health ministry, chaplaincy, spiritual caring, church worship, arts or music, church administration, week of prayer, and missionary work). Consultation with Department instructor. Repeatable up to 20 semester credits.	
RELP330	Homiletics –Introduction to Preaching (2) *	AU
	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.	
RELP336	Homiletics – Expository Preaching (1) *	AU
	Addresses the crucial nature of expository preaching, stressing proper principles of interpreting and applying the text to practical life. Weekly lab required. <u>Prerequisite:</u> RELP330	
RELP337	Homiletics – Contextualized Preaching (1) *	AU
	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. <u>Prerequisite:</u> RELP330	
RELP441	Introduction to Pastoral Ministry (2) *	AU
	A study of the minister as leader of worship, as nurturing pastor, as administrator of the church, and as evangelist.	
RELP442	Introduction to Church Leadership (2) *	AU
	A study of the principles of leadership as applied to pastoral ministry.	

COURSE DESCRIPTION

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credits For</u>
RELT100	God and Human Life (3) 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.	ABD AU GU HKAC
RELT225	Doctrines of the Adventist Faith (3) * 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. <u>Prerequisite:</u> RELT100	AU HKAC
RELT226	Advanced Adventist Theology (3) * Examines fundamental Seventh-day Adventist teachings regarding the Sabbath, Second Advent, and Sanctuary in the context of such interrelated doctrines as the nature of man, Christ's atoning sacrifice and heavenly ministry, and pre- and post-Advent judgments. Designed to help students appreciate more fully not only the validity of these doctrines, but also their relevance for their Christian life. Research paper may be required.	AU HKAC
RELT250	Personal Spirituality and Faith (3) 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. <u>Prerequisite:</u> RELT100	AU HKAC
RELT250G	Principles of Christian Faith (3) * An intensive topical study of the Bible truths that form the foundation and structure of Christian belief as understood by Seventh day Adventists. Suggested background: Secondary Bible, RELB101 and RELB102, or equivalent	GU
RELT255	Church Leadership and Management (3) * What constitutes good church administration is what this course is all about – combining pastoral leadership with church management. This course addresses the four-dimensional role of the pastor – person, administrator, church leader, and priest.	GU
RELT280	Moral Issues in World Religions (3) * A general study of major world religions and contemporary expressions of faith. Special emphasis will be given to examining the various ways in which different religions react to moral dilemmas and how they implement their beliefs in a variety of worship styles and ethical lifestyles.	GU
RELT303	Personal and Church Finance (3) * Introduction to the sound principles of business and finance as adapted to a church setting. The student will also recognize the necessity for good personal financial practices.	GU

COURSE DESCRIPTION

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credits For</u>
RELT308	Gift of Prophecy (3) * Study of the prophetic manifestation in the Bible and church to include the ministry and writings of Ellen G. White. Research paper may be required.	AU HKAC
RELT320	Personal Evangelism (3) * A study of the dynamics of personal evangelism, with primary emphasis on instruction rather than exhortation. A clear biblical perspective on the priesthood of all believers; practical counsel for leading someone to Christ; a strategy for visitation; a Bible study methodology; and techniques in getting decisions.	GU
RELT340	Religion and Ethics in Modern Society (3) * 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. <u>Prerequisite:</u> RELT100	AU GU HKAC
RELT385	Christian Ethics and Modern Society (3) * Designed to aid students in applying the principles of Christianity to the ethical issues of modern society.	GU
SOCI105	General Sociology (3) * A general introduction to the basic forms of human association and interaction dealing with the social processes, institutions, culture, and personality development.	GU
SOCI119	Principles of Sociology (3) 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.	ABD GU
SOCI415	Substance Abuse (2) An overview of substance-use terminology, historical issues, definitions, epidemiology, consequences, and drugs of abuse within an American cultural and historical framework.	AU HKAC
SOCI456	Marriage and Family (3) Study of the family and the marriage relationship from a multicultural perspective, focusing on diversity and strengths of families, developing and maintaining satisfying intimate relationships, trends in family structure, family dynamics, and the conceptual frameworks from which researchers, theoreticians, and clinicians look at families.	HKAC
STAT285	Elementary Statistics (3) A study of basic descriptive and inferential statistics, including elementary probability and probability distributions, statistical inference involving binomial, normal, and <i>t</i> -distributions, and hypothesis testing.	ABD GU

COURSE DESCRIPTION

REMEDIAL COURSE DESCRIPTIONS

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credits For</u>
ENSL054	English Through Music and Drama (4) This course is designed to provide student 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.	HKAC
ENSL060	English Through Journalism (4) This course is designed to guide 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 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.	HKAC
ENSL061	English Through Film and Literature (4) This course is designed to guide 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.	HKAC
ENSL070	iBT (TOEFL) Preparatory Course (4) 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. Student will receive instruction, practice and advice on strategies for a good performance on the iBT. This course aims at helping students passed iBT with score of at least 79.	HKAC
ENSL071	IELTS Preparatory Course (4) 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 is is sufficient for students to target the test and go further to tertiary study with advanced English language capacity.	HKAC
ENSL074	Listening and Speaking Skills (4) 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.	HKAC
ENSL075	Introduction to Grammar (4) 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.	HKAC

COURSE DESCRIPTION

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credits For</u>
ENSL080	Comprehensive English I (6)	HKAC
ENSL081	Comprehensive English II (6) This course is designed to provide personal development and training in all aspects of English communication especially reading and writing preparing student for entry to further language study requiring advancing English language capability. These are sequential courses so students may not register directly to level II.	HKAC
ENSL090	Proficiency English I (4)	HKAC
ENSL091	Proficiency English II (4)* This course is designed to provide personal development and higher training in all aspect of English communication especially reading and writing preparing student for entry to further tertiary study requiring advance English language capability. These are sequential courses so students may not register directly to level II. <u>Prerequisite:</u> IELTS 5.5 – 6.0 or iBT 61 – 78	HKAC
ENSL095	Reading Comprehension (4) This course is designed to guide student in understanding how to read 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.	HKAC
ENSL096	English Writing (4) 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.	HKAC

ADMINISTRATION

PRESIDENTS 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.	梁慶桑	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 – 2010
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 – present

BOARD OF DIRECTORS

BOARD CHAIRPERSON

David NG Kok Hoe, Master of Ministry
* President, Chinese Union Mission

BOARD SECRETARY

Samuel CHUAH Kim Liang, PhD
* President, Hong Kong Adventist College

BOARD MEMBERS

Chiloe FAN Nam Hing, BA	* President, Hong Kong-Macau Conference
Howard FUNG Hau Leung, 4-yr Diploma: Theology	* Executive Secretary, Chinese Union Mission
Ernest KAO Harn Huei, BA	* Youth Director, Chinese Union Mission
Patrick LE King Ki, MA	* Church Pastor, Bayview Church
Dan LIU Li Chun, MBA	* Treasurer, Chinese Union Mission
Valiant NG Tung Tak, LRCP MRCS	Physician, Tsuen Wan Adventist Hospital
Verna WU Nga Fun, PhD	* Education Director, Chinese Union Mission
James WU Sze Fai, MPH	* Ministerial Secretary, Chinese Union Mission
Frank YEUNG Ming Lai, PhD	* CEO, Adventist Health Hong Kong
Lawrence YU Cheong Ning, PhD	* Principal, Tai Po Sam Yuk Secondary School
Enoch YOUNG Chien Ming, PhD	Special Advisor, Director Emeritus, HKU SPACE

* By position

STANDING INVITEES

Academic Dean, Hong Kong Adventist College
Business Manager, Hong Kong Adventist College
Faculty Representative, Hong Kong Adventist College
HKAA Principal, Hong Kong Adventist Academy

MANAGERIAL PERSONNEL

ADMINISTRATION

President

Samuel CHUAH Kim Liang, PhD

Acting Academic Dean

Samuel CHUAH Kim Liang, PhD

Business Manager

Hosea YEUNG Pak Nin, MBA

Acting Dean of Students

Nancy T. RECALDE, MA

ACADEMIC ADMINISTRATION DEPARTMENT CHAIRS

Business

Henry YA'ANG, MBA

General Education

Simon CHUA Shian Wee, MA

English

Simon CHUA Shian Wee, MA

Health

Simon CHUA Shian Wee, MA (Acting Department Chair)

Psychology

Priscilla WONG Chung Chi, MA (Acting Department Chair)

Religion

Daniel CHUAH Gim Teng, PhD

ACADEMIC ADMINISTRATIVE ASSISTANT

Registrar

Henry YA'ANG, MBA

Librarian

Katerina MA Kit Ming, Postgraduate (Acting Librarian)

HKAC & AU AFFILIATION PROGRAM

Director of Off-campus Programs

Andrews University

Lyn R BARTLETT., PhD

Director of Affiliation

Hong Kong Adventist College

Jon Arthur COLE, PhD

HKAC & GU AFFILIATION PROGRAM

Dean of Affiliation and Extension Programs

Andrews University

Lyn R BARTLETT., PhD

Director of Affiliation

Hong Kong Adventist College

Jon Arthur COLE, PhD

STUDENT SERVICES

Chaplain

Ben CHO Hae Jun, BA

Student Life

Eddie LAU Sek Hung, BSc

Campus Nurse

Charlene CHOW-PAK Yu, MPH

Dean of Dormitory, Women

Sherry WANG Xiao Hong, 3-year Diploma

Jean HONG Mei (Assistant Dean)

Dean of Dormitory, Men

Pytor LAI Wai Yuen, PDG (Assistant Dean)

Director of Food Services

FUNG Siu Foon

Director of Plant Services

John LAU Wing Chong

INSTRUCTIONAL FACULTY

CHAN Siu Kuen, Jonathan

Instructor (Information Technology), 2010 – present

Bachelor of Engineering in Electronic Engineering	City University of Hong Kong (Hong Kong), 1992
Master of Science in Computing	City University of Hong Kong (Hong Kong), 2008
Postgraduate Diploma in Computer & Information Technology	Hong Kong Baptist University (Hong Kong), 2009

CHAN Siu Yung, Bervinda

Assistant Professor (Health & English), 2002 – present

Diploma of Applied Science in Nursing	Avondale College (Australia), 1991
Bachelor of Nursing	La Trobe University (Melbourne, Australia), 1993
Master of Nursing	University of Technology (Sydney, Australia), 1995
Master of Arts in English Language Teaching	Nottingham Trent University (United Kingdom), 2007

CHIU Man Jim, Samuel

Associate Professor (Religion), 1989 – present

4-year Diploma In Theology	South China Union College (Hong Kong), 1974
Master of Pastoral Studies	SDA Theological Seminary, Far East (Manila, Philippines), 1987
Master of Divinity	Lutheran Theological Seminary (Hong Kong), 1993
Master of Theology	South East Asia Graduate School of Theology (Singapore), 1997
Doctor of Theology	Lutheran Theological Seminary (Hong Kong), 2003

CHOW-PAK Yu, Charlene

Assistant Professor (Health), 2006 – present

Diploma in Nursing	Hong Kong Adventist Hospital School of Nursing (Hong Kong), 1987
Bachelor of Health Science	University of Newcastle (Newcastle, Australia), 1991
Master of Public Health	Loma Linda University (California, USA), 1999
Master of Arts in Chinese Language & Literature	City Polytechnic of Hong Kong, 2011

CHUA Shian Wee, Simon

Associate Professor (English & General Education), 1994 – 2004, 2009 – present

Bachelor of Science in Education	Southeast Asia Union College (Singapore), 1983
Bachelor of Arts in English	Andrews University (Michigan, USA), 1994
Master of Arts in Concentrate Education – Curriculum & Instruction	Andrews University (Michigan, USA), 1994

CHUAH Gim Teng, Daniel

Associate Professor (Religion), 1972 – 1976, 1979 – 1989, 1992 – present

Bachelor of Theology	South China Union College (Hong Kong), 1972
Master of Arts in Religion	SDA Theological Seminary, Far East (Manila, Philippines), 1977
Master of Divinity	SDA Theological Seminary, Far East (Manila, Philippines), 1979
Doctor of Philosophy in Religious Education in School and Church Settings	Andrews University (Michigan, USA), 1992

INSTRUCTIONAL FACULTY

CHUAH Kim Liang, Samuel

Professor (Business & Economics), 1982 – 1987, 2010 – present

Bachelor of Science in Mathematics	University of the Philippines, 1980
Master of Arts in Economics	University of the Philippines, 1982
Doctor of Economics	Washington State University, 1992

FUNG Pui Ling, Erica

Visiting Instructor (English), 2011 – present

Bachelor of Arts in Journalism	Monash University (Australia), 2004
Postgraduate Diploma in English Studies	The University of Hong Kong (Hong Kong), 2008
Master of Arts in English – Literary Studies	The Chinese University of Hong Kong (Hong Kong), 2011

HO Chung Ning, Gloria

Instructor (English), 2009 – present

Bachelor of Arts in Political Science	University of Regina (Canada), 2005
Postgraduate Diploma in Education	Hong Kong Baptist University (Hong Kong), 2008
Master of Arts in English Language Studies	Hong Kong Polytechnic University (Hong Kong), 2010

LAU Chuen Chuen, Twinky

Instructor (Religion), 2010 – present

Diploma in Computer Science	Chu Hai College (Macau), 1991
4-year Diploma in Religion	Hong Kong Adventist College (Hong Kong), 1998
Professional Diploma in Health Promotion and Health Education	The Chinese University of Hong Kong (Hong Kong), 2002
Certificate in Youth Counseling	The University of Hong Kong School of Professional & Continuing Education (Hong Kong), 2003
Master in Divinity	Andrews University (Michigan, USA), 2010

LAU Chung Leung, Charles

Visiting Assisting Professor (General Education & Health), 2012

Bachelor of Science in Biology	Iowa State University (Iowa, USA), 1987
Doctor of Philosophy in Biology	Kansas State University (Kansas, USA) 1992

NG Man Him, Kelvin

Instructor (Psychology), 2009 – present

Bachelor of Science in Applied Physics	City Polytechnic of Hong Kong (Hong Kong), 1992
Master of Philosophy	The University of Hong Kong (Hong Kong), 1996
Postgraduate Diploma in Psychology	The Chinese University of Hong Kong (Hong Kong), 1999
Bachelor of Social Science in Psychology	The Open University of Hong Kong (Hong Kong), 2002
Postgraduate Diploma in Education	The Chinese University of Hong Kong (Hong Kong), 2003
Certificate in Counseling and Guidance	The Chinese University of Hong Kong (Hong Kong), 2004
Master of Arts in Education – Psychology of Classroom Learning	The University of Hong Kong (Hong Kong), 2006

RECALDE, Nancy T.

Instructor (Psychology), 2011 – present

Bachelor of Science in Education Psychology	University of Montemorelos (Mexico), 1989
Master of Arts in Counseling	University of Texas at San Antonio (Texas, USA), 2007

INSTRUCTIONAL FACULTY

SANCHEZ RODRIGUEZ, Vicente

Visiting Associate Professor (Psychology), 2011 – present

Bachelor in Philosophy	Institutos Pontificios de Filosofía Teología San Pedro Martir (Madrid, Spain), 1983
Bachelor in Theology	Institutos Pontificios de Filosofía Teología San Pedro Martir (Madrid, Spain), 1987
Licentiate in Psychology	Universidad Nacional de Educación a Distancia (Madrid, Spain), 1993
Master of Arts in Cognitive – Behavioral Therapy	Centre of Clinical Psychology (Madrid, Spain), 1994
Doctor in Psychology	Universidad Autónoma de Madrid (Madrid, Spain), 2000

SIAGIAN, Arlene Brenda

Associate Professor (Music, English & General Education), 2001-2005, 2008 – present

Associate of Science in Piano Pedagogy	Pacific Union College (California, USA), 1993
Bachelor of Science in Music	Pacific Union College (California, USA), 1993
Master of Arts in Education	Andrews University (Michigan, USA), 2003
Master of Music – sequence: Conducting	Illinois State University (Illinois, USA), 2008

SING Pui Yee, Cindy

Instructor (Accounting & Business), 1998-2004, 2006 – present

Diploma in Accounting	Hong Kong Shue Yan College (Hong Kong), 1992
Bachelor of Business in Accounting	Monash University (Australia), 1999
Master of Arts in International Accounting	City University of Hong Kong (Hong Kong), 2003

TAY Lee Sia

Assistant Professor (English), 2009 – present

4-year Diploma in English as a Second Language	Hong Kong Adventist College (Hong Kong), 1991
Bachelor of Arts in English – English as a Second Language	Andrews University (Michigan, USA), 1995
Master of Arts in English – Reading Education	Andrews University (Michigan, USA), 1995
Postgraduate Diploma in Education	Hong Kong Baptist University (Hong Kong), 2001

WONG Chi Wing

Visiting Instructor (Nutrition), 2011 – present

Bachelor of Science in Nutrition & Dietetics	Loma Linda University (California, USA), 1997
Master of Business Administration	Columbia Southern University (Alabama, USA), 2006

WONG Chung Chi, Priscilla

Assistant Professor (Psychology & History), 2006 – present

4-year Diploma in Social Science	Hong Kong Adventist College (Hong Kong), 1986
Bachelor of Arts in History, Minor in Behavioral Science	Andrews University (Michigan, USA), 1993
Master of Arts in Education – Education & Development Psychology	Andrews University (Michigan, USA), 1993

INSTRUCTIONAL FACULTY

YA'ANG, Henry

Assistant Professor (Business), 1995 – present

4-year Diploma in Business Administration	Hong Kong Adventist College (Hong Kong), 1993
Bachelor of Arts in Business Administration	La Sierra University (California, USA), 1995
Master of Business Administration – Finance	La Sierra University (California, USA), 1995

YEUNG Pak Nin, Hosea

Assistant Professor (Business), 1985 – present

4-year Diploma in Business Management	Hong Kong Adventist College (Hong Kong), 1985
Bachelor of Business Administration - Accounting	Andrews University (Michigan, USA), 1990
Master of Business Administration	Andrews University (Michigan, USA), 1990
Canadian Certified General Accountants Association of HK (CGA)	Canadian Association of Canada, 1997

ADJUNCT FACULTY

AU YEUNG Ming Yat, Alistair

BA
MA

(English)

Hong Kong Baptist University (Hong Kong), 2009
The University of Hong Kong (Hong Kong), 2011

CHAN Lai Man, Raymond

BS
MPhil
Postgraduate

(Physics & Mathematics)

City University of Hong Kong (Hong Kong), 2004
City University of Hong Kong (Hong Kong), 2007
The Chinese University of Hong Kong (Hong Kong), 2010

CHIA Huat Chai

BA
MDiv

(Religion)

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

CHIU Ki Kwan, Randy

BA (Education)
MA (Education/Counseling)
Certificate in Personnel Management
Diploma Management in Executive
Management
PhD (Educational Psychology)
Certificate in International HRM
Certificate in Human Participant Protections
Education for Research Teams

(Psychology, Business)

Pacific Union College (California, USA), 1980
Andrews University (Michigan, USA), 1981
Hong Kong University (Hong Kong), 1985
Chinese University of Hong Kong (Hong Kong), 1988

Andrews University (Michigan, USA), 1993
University of Colorado (Colorado, USA), 1998
National Cancer Institute, 2008

CHOI Kit Chun, Barbara

BS
MPH
Dr PH

(Health)

Southern Adventist College (USA), 1975
Loma Linda University (California, USA), 1977
Loma Linda University (California, USA), 1985

LO Wai Hing, Joseph

BA
PhD

(Mathematics and Science)

Atlantic Union College (USA), 1973
University of Houston (Texas, USA), 1978

LAUNG, Herbert

4-year Diploma
MP Th

(Religion)

Hong Kong Adventist College (Hong Kong), 1984
Adventist International Institute of Advanced Studies
(Philippines), 1992

LEE Yee Ping

BA
MA

(Psychology)

City University of New York (New York, USA), 2005
New York University (New York, USA), 2008

ADJUNCT FACULTY

LIU Kin Wah, Aaron

BLA
MA
MPH
MBA

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

LEUNG, Karen May

BSc
MCISc

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

PANG Yu Yan

Higher Diploma in Textile Technology
BSc in Social Science – Psychology & Sociology
PGD in Education – Putonghua & Maths
PhD in Social Science – Religious Studies
MA in Chinese Language & Literature

(Psychology)
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

TAM Wai Ming, Frank

BS
MS
MPhil
PhD

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

WONG Mei Ling, Miranda

Dip

Dip
PGD (Nursing Education)
MHS (Nursing)

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

WONG Chue Kien, Robert

MPS

DMin

(Religion)
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)

(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

(Health)
Spicer Memorial College (India), 1976
Loma Linda University (California, USA), 1989
Loma Linda University (California, USA), 1989

EXTERNAL ADVISORS & EXTERNAL EXAMINERS

EXTERNAL PROGRAM ADVISORS

DEPARTMENT OF BUSINESS

Dr. Randy **CHIU** Ki Kwan, Professor, Director of Centre for HR Strategy & Development
Hong Kong Baptist University

Mrs. Iris **CHUAH**, Director of Human Resources
Adventist Health Hong Kong

Dr. Olivia **LEUNG** Shek Ling, Assistant Professor, Department of Accountancy
City University of Hong Kong

Mr. Joseph **WONG**

Mr. Paul **YAM**, Senior Manager, Human Resources & Administration (China)
Hutchison Whampoa Property

DEPARTMENT OF HEALTH

Dr. Sophie **LEUNG** Suk Fong, Specialist in Pediatrics
Private Practice

Mr. Aaron **LIU** Kin Wah, Assistant to President
Tsuen Wan Adventist Hospital

Mr. **WONG** Chi Wing, Department Head, Management, and Clinical Dietitian
Hong Kong Adventist Hospital

Dr. Anna **YUNG** Wai Lan, Clinical Pharmacist, Community-based Nursing Home

EXTERNAL PROGRAM ADVISORS

DEPARTMENT OF PSYCHOLOGY

Ms Brenda **CHAN** Wai Chun

Pastor Alphon **FUNG** Chun Kit, Youth Ministries Director & Church Pastor
Hong Kong-Macao Conference of Seventh-day Adventists

Dr. Benny **LAM** Wai Lun, Senior Clinical Psychologist
Care For Life Association/Hong Kong Psychological Counseling Center
Vice President, Hong Kong Association of Professionals Specializing in Addiction Counseling

Dr. Mary **POON**, Adjunct Faculty, Clinical Psychology Development Program
Alliant International University/California School of Professional Psychology

Dr. Andrew **TANG Cheuck Wing**, Senior Program Manager, Health and Social Sciences Team
LiPACE Office & OUHK-CITA Learning Centre

DEPARTMENT OF RELIGION

Pastor **CHENG** Wing Kin, Pastor
Hong Kong-Macao Conference of Seventh-day Adventists

Pastor Chiloe **FAN** Nam Hing, President
Hong Kong Macau Conference of Seventh-day Adventists

Pastor Robert **WONG** Chue Kien, Chinese Ministry Director
Chinese Union Mission

Dr. Verna **WU** Nga Fun, Education Director
Chinese Union Mission

Pastor James **WU** Sze Fai, Vice President of Lifestyle and Spiritual Affairs
Hong Kong Adventist Hospital

Dr. **YIP** Tai Cheung, Vice-President
Concordia Seminary

EXTERNAL EXAMINERS

DEPARTMENT OF BUSINESS

Dr. Davey **YEUNG** Tak Wai, Head, Department of Business Administration & Faculty of Business
Caritas Francis Hus College

DEPARTMENT OF ENGLISH

Dr. Danny **LEUNG** Chung Hong, Assistant Professor, Department of English
Chinese University of Hong Kong

DEPARTMENT OF PSYCHOLOGY

Dr. Vinci **CHEUNG**, 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 COMMITTEES

ACADEMIC COUNCIL

Academic Dean	<i>(Chairperson)</i>
Registrar	<i>(Secretary)</i>
College Department Chairs	
One Faculty representative	
President	<i>(Ex Officio)</i>
Assistant to the Academic Dean	<i>(Recording Secretary)</i>
Associate Librarian	<i>(when necessary)</i>
HKAA Principal	<i>(when necessary)</i>

ACADEMIC REVIEW COMMITTEE

President	<i>(Chairperson)</i>
Academic Dean	<i>(Secretary)</i>
Department Chairs	
Two External Professors	
Assistant to the Academic Dean	<i>(Recording Secretary)</i>

ADMINISTRATIVE COMMITTEE

President	<i>(Chairperson)</i>
Academic Dean	<i>(Secretary)</i>
Business Manager	
Acting Dean of Students	
HKAA Principal	
One Faculty representative	
Administrative & HR Secretary	<i>(Recording Secretary)</i>

ADMISSIONS COUNCIL (COLLEGE)

Merged with the Academic Council

BUDGET AND FINANCE COMMITTEE

Merged with the Administrative Committee

STANDING COMMITTEES

CAFETERIA MANAGEMENT COMMITTEE

Director of Food Services	<i>(Chairperson)</i>
Business Manager	
Acting Dean of Students	
One Nutritionist	
One Cook	
One College Faculty representative	
One HKAA Faculty representative	
One Staff representative	
Students	<i>(Invitee)</i>
Parents	<i>(Invitee)</i>

CAREER COUNSELING CENTER

Director	<i>(Chairperson)</i>
CCC Assistant	
Social Worker	

DEPARTMENT MEETING

Department Chair	<i>(Chairperson)</i>
All faculty in the Department	

DISCIPLINE COUNCIL (COLLEGE)

Acting Dean of Students	<i>(Chairperson)</i>
Department Chairs	
HKAA Principal	<i>(invitee)</i>
Social Worker	<i>(invitee)</i>

EXAMINATION BOARDS

Academic Dean	<i>(Chairperson)</i>
Registrar	<i>(Secretary)</i>
All Internal Examiners	
One External Examiner for each program	

STANDING COMMITTEES

EDUCATIONAL AID COMMITTEE

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

FACILITIES PLANNING AND PHYSICAL PLANT MASTER PLANNING COMMITTEE

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

FACULTY AND STAFF MEETING (INSTITUTIONAL)

President *(Chairman)*
Registrar *(Secretary)*
All Faculty and Office Staff
Academic Dean *(Ex Officio)*

FACULTY RANKING COMMITTEE

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

FOOD & FUN FAIR & ALUMNI DAY

Alumni Matter Assistant *(Chairperson)*
President
Business Manager
Acting Dean of Students *(Student Life)*
Two College Faculty representatives
One HKAA Staff representative
Marketing Director
CCC Director

STANDING COMMITTEES

GRADUATION COMMITTEE

Academic Dean *(Chairperson)*
One College Faculty representative *(Advisor)*
One HKAA Faculty representative
One graduate representative from each section

Assistant to the Academic Dean *(Recording Secretary)*

HEALTH MANAGEMENT COMMITTEE

Health Centre Consultant *(Chairperson)*
Health Education Acting Manager *(Secretary)*
Acting Health Department Chair
Religion Department Chair
Business Manager
Two Faculty representatives
Adventist Hospitals representatives

President *(Ex Officio)*

LIBRARY COMMITTEE

Merged with the Academic Council

PROGRAM ADVISORY COMMITTEE

Academic Dean *(Chair)*
Department Chair *(Secretary)*
External Advisors
Faculty of Related Department *(Invitees)*

Assistant to the Academic Dean *(Recording Secretary)*

PUBLICATION COMMITTEE

Chief Editor
Associate Editor
Marketing Director
Faculty / Staff Photographers
Student Photographers
Student Representatives

STANDING COMMITTEES

RELIGIOUS AFFAIRS COMMITTEE

Chaplain	<i>(Chairperson)</i>
Religion Department Chair	<i>(Secretary)</i>
Acting Dean of Students	<i>(Student Life)</i>
Church Pastor	
One Faculty representative	
One Staff representative	
One College Student representative	

RESIDENTIAL DEANS' COUNCIL (HKAC)

Acting Dean of Students	<i>(Chairperson)</i>
Dean of Women	
Assistant Dean of Women	
Dean of Men	
Assistant Dean of Men	
Social Worker	
Two Faculty representatives	<i>(when necessary)</i>

SOCIAL COMMITTEE

Faculty representative	<i>(Chairperson)</i>
One College Faculty representative	
One HKAA Faculty representative	
One Staff representative	

STUDENT LIFE COUNCIL

Acting Dean of Students	<i>(Chairperson)</i>
One College Faculty representative	
Student representatives	<i>(one from each Department)</i>



Photo by Alexander Kueh

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1111 Clear Water Bay Road
Sai Kung, New Territories
Hong Kong

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Fax: 2358 1055 ; 2623 0431

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