

# HONG KONG ADVENTIST COLLEGE



## BULLETIN 2015 – 2016

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### DEPARTMENT CHAIR

Business 3727 – 0111 ; 3727 – 0140  
Diploma in Pre-University Studies 3727 – 0120  
General Education 3727 – 0120  
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### SERVICES

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Communication & Development 3727 – 0113  
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## **ACCREDITATIONS**

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

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

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

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

## **REGISTRATION**

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

Hong Kong Adventist College is registered as a post-secondary institution with the Education Bureau of Hong Kong (Registration Number: E.D. 1/28221/60). The Andrews University affiliated programs Bachelor of Arts in Religion (Registration No. 261684), Bachelor of Science in Health and Fitness (Registration No. 261895), and Bachelor of Science in Psychology (Registration No. 261680); and the Griggs University affiliated program 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**

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

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

Andrews University validates the curricula and the academic programs at Hong Kong Adventist College included in this Bulletin. As an outgrowth of this affiliation, students may complete all four years of work towards a Bachelor's Degree at Hong Kong Adventist College and obtain a U. S. transcript and degree from Andrews University. In addition, upon request, the student may receive a corresponding diploma from Hong Kong Adventist College.

## **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)**

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

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

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

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

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

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

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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. Two years later after the buildings were completed, the school was moved to the present site.

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



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

## DATE CHART HISTORY

- 1903 **The Bethel Girls' School** opened in Canton.
- 1905 **The Yick Chi Boys' School** was also opened.
- 1914 Bethel Girls' School was relocated at Tung Shan (Canton), and renamed **Canton Middle School (Cantonese Intermediate School)**.
- 1915 After being closed for a time, The Yick Chi Boys' School reopened as the **Sam Yuk School**.
- 1917 The Canton Middle School and Sam Yuk School moved to the east side of Guangzhou.
- 1922 The Canton Middle School and Sam Yuk School merged and became the **Sam Yuk Middle School**.
- 1935 The South China Union Mission took over the direction of the Sam Yuk Middle School and renamed it **China Training Institute**.
- 1937 The China Training Institute moved to Shatin, Hong Kong, and joined the China Training Institute (Junior College) from Central China and was named **South China Training Institute**.
- 1939 The South China Training Institute moved to new facilities at Clear Water Bay in September.
- 1942 The South China Training Institute moved to Laolong, Guangdong Province.
- 1946 The South China Training Institute moved to Tung Shan (Canton).
- 1947 The South China Training Institute moved back to Clear Water Bay and was renamed **South China Union Academy**.
- 1949 The South China Union Academy was renamed **South China Island Union Academy**.
- 1953 The General Conference authorized the South China Island Union Academy to have a two-year post-secondary school.
- 1958 The South China Island Union Academy name was changed to **South China Union College**.
- 1969 The General Conference authorized the South China Union College for four-year post-secondary work leading to the Bachelor of Theology degree.
- 1972 South China Union College was combined with Taiwan Missionary College to form a new school, **South China Adventist College**.
- 1976 South China Adventist College was separated from Taiwan Adventist College.
- 1981 South China Island Union Mission officially divided the college into two separate entities - **Hong Kong Adventist College (HKAC)** for the college program and **Sam Yuk Middle School** for the secondary school program.
- 1982 HKAC implemented affiliation with Loma Linda University.
- 1995 The College began a major redevelopment program to be completed in 1997.
- 1997 The building program was completed - Sam Yuk Middle School moved to the new classroom building in December.

- 1998 HKAC offered a new program for the Secondary 6 students - Hong Kong Advanced Level.
- 1999 HKAC was affiliated with Walla Walla College and received accreditation by the Northwest Association for Schools and Colleges.
- 2000 HKAC was registered with the Non-local Courses Registry in Hong Kong to operate the Walla Walla College affiliation programs.
- 2006 The Sam Yuk Health Education Center established.
- 2007 The Sam Yuk Middle School was phased out and the English Secondary Section program was launched in its place.
- 2007 HKAC was affiliated with Andrews University in the Bachelor of Arts in Religion Degree.
- 2008 HKAC was affiliated with Andrews University in the Bachelor of Science in Psychology Degree.
- 2008 HKAC acquired the status of a TOEFL center and a SAT center.
- 2009 HKAC was affiliated with Andrews University in the Bachelor of Science in Health Degree.
- 2009 HKAC affiliated with Griggs University to offer a Bachelor of Science in Business Management Degree.
- 2010 The Education Bureau of Hong Kong approved the proposal to establish Hong Kong Adventist Academy.
- 2011 HKAC accepted the offer as an IELTS Partner Agent for the British Council, Hong Kong.
- 2011 HKAC's application to offer Associate in Business Degree was approved and the program accredited by the Hong Kong Council of Academic Accreditation and Vocational Qualifications.
- 2011 Hong Kong Adventist Academy opened for primary and secondary instruction.
- 2012 HKAC's application to offer Diploma in Pre-University Studies was approved and the program accredited by the Hong Kong Council for Academic Accreditation and Vocational Qualifications.
- 2014 Phased out of Associate in Business Degree Program.
- 2014 Opening of Fitness Centre.

# 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.

## VISION

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

## VALUES

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

## PHILOSOPHY

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

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

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

Truth embodies the knowledge of God. Therefore, the search for truth dominates our endeavor. We hold that truth is, consequently, consistent with God's revelation and God's standards at all times. Man's capacity to understand truth, while limited and even perverted

by the entrance of sin, still may, with God's help, expand to pursue truth as it widens with every conquest of new frontiers.

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

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

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

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

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

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

#### **1. MENTAL**

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

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

## **2. PHYSICAL**

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

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

## **3. SPIRITUAL**

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

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

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

# ACADEMIC CALENDAR 2015 / 2016

## UNDERGRADUATE CALENDAR 2015-2016

Revised: August 14 2015

	Su	Mo	Tu	We	Th	Fr	Sa	wk(day)	Academic Events	General Events	
AUG 2015	16	17	18	19	20	21	22		Aug 17: Fall registration day for returning student_AM	Aug 20: Retreat	
	23	24	25	26	27	28	29		Aug 18: New Student Orientation_AM	Aug 21: Faculty Development Day	
	30	31							Aug 18: Fall registration day for new student_PM		
									Aug 31: FALL CLASSES BEGIN		
SEP 2015			1	2	3	4	5	1(4)		Sept 2: OPENING CEREMONY_CHAPEL	
	6	7	8	9	10	11	12	2(5)	Sept 14: Last day_to register for a class / change audit to credit / drop a class without W	Sept 3: 70th anniversary of Japanese surrender in World War II	
	13	14	15	16	17	18	19	3(5)			
	20	21	22	23	24	25	26	4(5)			
OCT 2015	27	28	29	30						Sept 28: Day after Mid-autumn festival	
					1	2	3	5(3)		Oct 1: National day	
	4	5	6	7	8	9	10	6(5)		Oct 12-16: Gospel Week	
	11	12	13	14	15	16	17	7(5)		Oct 21: Chung Yeung festival	
NOV 2015	18	19	20	21	22	23	24	8(4)	Oct 19-23, 26: Midterm	Oct 28: 3R Emphasis day_CHAPEL	
	25	26	27	28	29	30	31	9(4)	Oct 30: Classes suspended	Oct 30: Environmental day - "Creation"	
	1	2	3	4	5	6	7	10(5)	Nov 2-6: Faculty Instructional Evaluation	Nov 4: Creation Day_CHAPEL	
	8	9	10	11	12	13	14	11(5)		Nov 11: Culture Day_CHAPEL	
DEC 2015	15	16	17	18	19	20	21	12(5)			
	22	23	24	25	26	27	28	13(5)	Nov 23 & 24: Spring registration day		
	29	30									
			1	2	3	4	5	14(5)	Dec 1: Last day to withdraw from a class with W	Dec 6: Food and fun fair	
JAN 2016	6	7	8	9	10	11	12	15(4)		Dec 7: School holiday following food and fun fair	
	13	14	15	16	17	18	19	16(5)	Dec 15-18 & 21: Fall final exam	Dec 9: Christmas Program_CHAPEL	
	20	21	22	23	24	25	26	17(1)=75	Dec 29: Final grade submission due	Dec 22-31: Semester and Christmas break	
	27	28	29	30	31			break		Dec 25, 26: Christmas holiday	
FEB 2016						1	2	break		Jan 1: New Year holiday	
	3	4	5	6	7	8	9	1(5)	Jan 4: SPRING CLASSES BEGIN		
	10	11	12	13	14	15	16	2(5)	Jan 15: Last day_to register for a class / change audit to credit / drop a class without W	Jan 20: Faith and Science day_CHAPEL	
	17	18	19	20	21	22	23	3(5)		Mar Jan 25-29: Gospel Week	
MAY 2016	24	25	26	27	28	29	30	4(5)			
	31										
			1	2	3	4	5	6	5(5)		Feb 3: Art day_CHAPEL
	7	8	9	10	11	12	13	break		Feb 8, 9, 10: Lunar New Year	
MAY 2016	14	15	16	17	18	19	20	break		Feb 11-21: Lunar New Year break	
	21	22	23	24	25	26	27	6(5)			
	28	29									
			1	2	3	4	5	7(5)			
MAY 2016	6	7	8	9	10	11	12	8(5)	Mar 7-11: Mid term	Mar 23: Singing Contest_CHAPEL plus next one period of class which will be rescheduled	
	13	14	15	16	17	18	19	9(5)		Mar 25, 26, 28: Easter day	
	20	21	22	23	24	25	26	10(4)	Mar 21-24: Faculty Instructional Evaluation	Mar 29-Apr 1: Easter break	
	27	28	29	30	31			break			
APR 2016						1	2	break	Apr 18, 19: Summer-1&2 registration day		
	3	4	5	6	7	8	9	11(4)	Apr 18, 19: Fall pre-registration day	Apr 4: Ching Ming festival	
	10	11	12	13	14	15	16	12(5)	Apr 21: Last day to withdraw from a class with W		
	17	18	19	20	21	22	23	13(4)	Apr 22: Classes Suspended	Apr 22: Recreation Day	
MAY 2016	24	25	26	27	28	29	30	14(5)		Apr 30 & May 1: Musical	
	1	2	3	4	5	6	7	15(4)	May 9-13: Spring final exam	May 2: Day after Labor day	
	8	9	10	11	12	13	14	16(5)=76	May 20: Final grade submission due	May 14: Buddha's Birthday	
	15	16	17	18	19	20	21	break	May 30: SUMMER-1 CLASSES BEGIN	May 16: Faculty Development day	
JUN 2016	22	23	24	25	26	27	28	break	May 31: Last day_to register for a class / change audit to credit / drop a class without W	May 14-29: Spring Break	
	29	30	31								
			1	2	3	4		1(5)			
	5	6	7	8	9	10	11	2(4)	Jun 13-17: Mid-term	Jun 9: Dragon Boat Festival	
JUL 2016	12	13	14	15	16	17	18	3(5)	Jun 20-24: Faculty Instructional Evaluation		
	19	20	21	22	23	24	25	4(5)	Jun 27: Last day to withdraw from a class with W		
	26	27	28	29	30			5(4)			
						1	2		Jul 4 & 5: Summer-1 final exam	Jul 1: Handover day	
AUG 2016	3	4	5	6	7	8	9	6(2)=25	Jul 8: Final grade submission due	Jul 11: School holiday following graduation day	
	10	11	12	13	14	15	16	1(4)	Jul 10: Graduation Ceremony		
	17	18	19	20	21	22	23	2(5)	Jul 12: SUMMER-2 CLASSES BEGIN		
	24	25	26	27	28	29	30	3(5)	Jul 13: Last day_to register for a class / change audit to credit / drop a class without W		
AUG 2016	31										
		1	2	3	4	5	6	4(5)	Aug 8: Last day to withdraw from a class with W		
	7	8	9	10	11	12	13	5(5)	Aug 15 & 16: Summer-2 final exam		
	14	15	16	17	18	19	20	6(3)=26	Aug 19: Final grade submission	Aug 21: All faculty ready to report to work on Aug 22	
AUG 2016	21	22	23	24	25	26	27		Aug 22: Registration day for returning student_AM	Aug 25: Retreat	
	28	29	30	31					Aug 23: New Student Orientation_AM	Aug 26: Faculty development day	
									Aug 23: Registration day for new student_PM		

<span style="background-color: #e0f0ff; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Class day	<span style="background-color: #ffffe0; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> School break
<span style="background-color: #fff2cc; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Final exam	<span style="background-color: #ffe0e0; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Public holiday
<span style="background-color: #c0ffc0; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Classes suspended	

DPUS CALENDAR 2015-2016

Revised: August 14 2015

	Su	Mo	Tu	We	Th	Fr	Sa	wk(day)	Academic Events	General Events
AUG 2015	16	17	18	19	20	21	22		Aug 18: Student Orientation day_AM	Aug 20: Retreat
	23	24	25	26	27	28	29		Aug 18: Course registration day_PM	Aug 21: Faculty Development Day
	30	31							Aug 31: CLASSES BEGIN	
SEP 2015			1	2	3	4	5	1(4)		Sept 2: OPENING CEREMONY_CHAPEL
	6	7	8	9	10	11	12	2(5)		Sept 3: 70th anniversary of Japanese surrender in World War II
	13	14	15	16	17	18	19	3(5)		
	20	21	22	23	24	25	26	4(5)		
	27	28	29	30						Sept 28: Day after Mid-autumn festival
OCT 2015					1	2	3	5(3)		Oct 1: National day
	4	5	6	7	8	9	10	6(5)		Oct 12-16: Gospel Week
	11	12	13	14	15	16	17	7(5)		Oct 21: Chung Yeung festival
	18	19	20	21	22	23	24	8(4)	Oct 19-23: Mid-term	Oct 28: Rs Emphasis day_CHAPEL
	25	26	27	28	29	30	31	9(4)	Oct 30: Classes suspended	Oct 30: Environmental Week - "Creation"
NOV 2015	1	2	3	4	5	6	7	10(5)		Nov 4: Creation Day_CHAPEL
	8	9	10	11	12	13	14	11(5)		Nov 11: Culture Day_CHAPEL
	15	16	17	18	19	20	21	12(5)		
	22	23	24	25	26	27	28	13(5)		
	29	30								
DEC 2015			1	2	3	4	5	14(5)		Dec 6: Food and fun fair
	6	7	8	9	10	11	12	15(4)		Dec 7: School holiday following food and fun fair
	13	14	15	16	17	18	19	16(5)	Jan 14-18: Faculty Instructional Evaluation	Dec 9: Christmas Program_CHAPEL
	20	21	22	23	24	25	26	break		Dec 23-31: Semester and Christmas break
	27	28	29	30	31			break		Dec 25, 26: Christmas holiday
JAN 2016						1	2	break		Jan 1: New Year holiday
	3	4	5	6	7	8	9	17(5)		
	10	11	12	13	14	15	16	18(5)	Jan 18-22: Mid-year Exam	
	17	18	19	20	21	22	23	19(5)		
	24	25	26	27	28	29	30	1(5)	Jan 25: Second term begin	Jan 25-29: Gospel Week
FEB 2016		1	2	3	4	5	6	break	Feb 1-5: School break following exam	Feb 3: Art day_CHAPEL
	7	8	9	10	11	12	13	break	Feb 5: Mid-year grade submission due	Feb 8, 9, 10: Lunar New Year
	14	15	16	17	18	19	20	break	Feb 12: Grade release day	Feb 11-21: Lunar New Year break
	21	22	23	24	25	26	27	2(5)		
	28	29								
MAR 2016			1	2	3	4	5	3(5)		
	6	7	8	9	10	11	12	4(5)		Mar 23: Singing Contest_CHAPEL plus next one period of class which will be rescheduled
	13	14	15	16	17	18	19	5(5)		Mar 25, 26, 28: Easter day
	20	21	22	23	24	25	26	6(4)		Mar 29-Apr 1: Easter break
	27	28	29	30	31					
APR 2016						1	2			
	3	4	5	6	7	8	9	7(4)		Apr 4: Ching Ming festival
	10	11	12	13	14	15	16	8(5)	Apr 11-15: Mid-term	
	17	18	19	20	21	22	23	9(4)	Apr 22: Classes Suspended	Apr 22: Recreation Day
	24	25	26	27	28	29	30	10(5)		Apr 30 & May 1: Musical
MAY 2016	1	2	3	4	5	6	7	11(4)		May 2: Day after Labor day
	8	9	10	11	12	13	14	12(5)	May 9-13: Faculty Instructional Evaluation	May 14: Buddha's Birthday
	15	16	17	18	19	20	21	13(4)	May 16: Classes suspended	May 16: Faculty Development day
	22	23	24	25	26	27	28	14(5)		
	29	30	31							
JUN 2016			1	2	3	4		15(5)		
	5	6	7	8	9	10	11	16(4)	Jun 16-17 & 20-22: Final Exam	Jun 9: Dragon Boat Festival
	12	13	14	15	16	17	18	17(5)	Jun 23-Jul 8: School break following exam	
	19	20	21	22	23	24	25	18(3) = 170	Jun 24: Final grade submission due	
	26	27	28	29	30				Jun 27: Grade release day	
JUL 2016						1	2			Jul 1: Handover day
	3	4	5	6	7	8	9			
	10	11	12	13	14	15	16		Jul 10: Graduation Ceremony	Jul 11: School holiday following graduation day
	17	18	19	20	21	22	23			
	24	25	26	27	28	29	30			
AUG 2016		1	2	3	4	5	6			
	7	8	9	10	11	12	13			
	14	15	16	17	18	19	20			Aug 21: All faculty ready to report to work on Aug 22
	21	22	23	24	25	26	27		Aug 23: Student orientation_AM	Aug 25: Retreat
	28	29	30	31					Aug 23: Registration day_PM	Aug 26: Faculty development day

<span style="background-color: #e0f0ff; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Class day	<span style="background-color: #ffffe0; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> School break
<span style="background-color: #fff2cc; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Final exam	<span style="background-color: #ffe0e0; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Public holiday
<span style="background-color: #c0ffc0; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Classes suspended	

## **STUDENT LIFE**

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

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

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

### **CHRISTIAN COMMITMENT**

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

### **CHAPEL / ASSEMBLY**

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

### **SABBATH OBSERVANCE**

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

### **CHURCH SERVICE**

The Bay View Church of Seventh-day Adventists 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 part of educational training for character development and spiritual growth. Thus, worships are organized for dormitory students. Prayer meetings, vespers, Adventist Youth meetings, Sabbath school, and Divine Worship are also scheduled by the Bay View Seventh-day Adventist Church.

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

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

### **SOCIAL AND CULTURAL EVENTS**

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

### **RECREATION AND SPORTS**

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

### **STUDENT LIFE COUNCIL**

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

### **OTHER 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**

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

#### **Grade Appeals**

The student should first seek a satisfactory solution through discussion with the instructor. If this is not possible or the instructor cannot be reached, the student must send a written statement detailing the grounds for the appeal to the chairperson of the Department in which the grade was earned. This written request must be received by the Department

Chair within seven working days from the date when grades are available. The Department Chair will then initiate the school's procedures to review the appeal. The student will be notified of the decision within five working days. The student may appeal this decision in writing to the Academic Council within seven working days of notification. A completed appeal form along with supporting documents should be submitted to the Registrar at least five working days before each scheduled Academic Council meeting. The Academic Council's decision is final on all grade appeals. All decisions would be sent to the Registrar 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 Dean of Students' Council within five working days of notification. A completed appeal form detailing the grounds for the appeal should be submitted to the Dean of Students. The Disciplinary Form is available in the Registrar's Office. The student will be notified of the decision within five working days. The decision of the Dean of Students' Council is final. All decisions would be sent to the Dean of Students' Office for verification and record.

## **GENERAL STANDARDS**

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

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

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

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

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

## **HEALTH**

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

## **STUDENT HANDBOOK**

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

# **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. Should needs arise, the Chaplain will work closely with Department Chairs and Residential Deans to support the well-being of students, and even their families. A trained counselor is also available to students and staff on demand.

## **ORIENTATION**

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

## **SPIRITUAL ASSISTANCE**

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

## **FOOD SERVICE**

Balanced vegetarian meals are served in the College cafeteria. The residence fee for dormitory students includes meals in the cafeteria. Day students may eat meals in the Cafeteria 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 the library. The Language laboratory is a certified iBT TOEFL exam center in Hong Kong SAR region.

## **DORMITORIES**

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

## **HEALTH SERVICES**

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

## **LIBRARY**

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

## **PUBLICATIONS**

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

## **COMMUNITY SERVICE**

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

## **FINANCIAL INFORMATION**

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

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

### **RESIDENCE EXPENSES**

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

### **PAYMENT**

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

An account that is past due will be charged interest at 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**

Application fee for Diploma in Pre-University Studies program is HK\$50. Application fee for affiliated programs is HK\$200. This fee is required to pay upon application and not refundable.

#### **TUITION FEES**

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

#### **GRADUATION FEE**

A graduation fee of HK\$1,500 for the affiliated programs or HK\$300 for the non-affiliated programs is collected in January of the year of graduation when the student's final year's program has been cleared by the Registrar and Academic Dean, showing that it is possible

and reasonable for the student to complete all graduation requirements before the commencement service.

### **FOREIGN STUDENT DEPOSIT**

A student whose home is not in Hong Kong or Macau is required to pay a Foreign Student Deposit of HK\$5,000 after acceptance. This deposit will be held in trust until the student is ready to return to his or her homeland after all outstanding school expenses have been covered.

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

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

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

### **LATE REGISTRATION**

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

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

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

### **EXAMINATIONS OUTSIDE OF SCHEDULE**

A final examination may be expected in all regular subjects. A student is expected to take final examinations as officially scheduled. Failure to do so may result in a reduction of grade or failure in the subject. A final examination may only be rescheduled with the approval of

the Academic Dean. If an individual takes an exam at a time other than the official scheduled time, a fee of HK\$500 will be charged.

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

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

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

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

### **ANDREWS UNIVERSITY / GRIGGS UNIVERSITY OFFICIAL TRANSCRIPTS**

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

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

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

### **REPLACEMENT COPY OF DIPLOMA**

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

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

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

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

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



**2. Credit by Proficiency Examination**

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

### AFFILIATED COLLEGE PROGRAMS

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

### HONG KONG ADVENTIST COLLEGE PROGRAM

Tuition paid monthly is non-refundable once paid.

### DIPLOMA IN PRE-UNIVERSITY STUDIES PROGRAM

Tuition paid monthly is non-refundable once paid.

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

## FINANCIAL AID & SCHOLARSHIPS

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

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

The following grants and scholarships are available:

### 1. CHAN SHUN SCHOLARSHIP

The Chan Shun Scholarship is awarded for academic excellence. A scholarship of HK\$1,000 is awarded to any regular student who achieves a 3.50 cumulative GPA during the preceding regular school year (September - May). A student must also complete a regular academic load consisting of a minimum of 12 credits per semester for college, and a minimum of 24 credits per term for college foundation students. *Procedure:* A student does not need to apply for this scholarship; all regular students are eligible. Allocation is determined by the Academic Dean who submits names of students eligible for the Chan Shun Scholarship to the President at the end of the Second semester each year. The scholarship is normally announced during the commencement service and is credited to the student's account in the following month.

### 2. HONG KONG ADVENTIST COLLEGE RESIDENCE GRANT

The Residence Grant is a maximum of HK\$300 per month. This grant is awarded to dormitory students who show exemplary conduct in the dormitory and on campus and who also have a financial need. A maximum of ten (10) Residence Assistance Grants may be awarded in each school year. *Procedure:* A student must apply to the Business Manager. Each applicant must also request letters of recommendation from each of the following: advisor or Department chair, dormitory dean, and dean of students. The Residence Grant is credited to a student's account monthly.

### 3. SEVENTH-DAY ADVENTIST MEMBER SCHOLARSHIP

A student who is a member in good and regular standing or who has a parent who is a member of the Seventh-day Adventist Church is eligible for a scholarship equivalent to a 10% discount on actual tuition charges. *Procedure:* A student must apply to the Business Manager for the discount during initial college registration and provide a letter of recommendation from a Seventh-day Adventist pastor of his or her home church. The discount is applied to tuition.

#### **4. STUDENT AID**

A scholarship of HK\$3,000 is awarded to students who have financial need. Each school year a maximum of ten (10) awards may be given. The applicant must be a full-time student with good conduct and who has achieved a minimum of 2.50 cumulative GPA or equivalence in the school year. *Procedure:* A student must apply to the Business Manager. The scholarship will be credited to the student's account at the end of the school year.

#### **5. RESEARCH SCHOLARSHIP**

A scholarship of HK\$3,000 is awarded to students who would engage in scholarly activities in the summer time or during the school year. The applicant must be a full-time student in the sophomore year or above with good standing (Cumulative GPA = 2.5 or above). *Procedure:* A student must apply to the Business Manager by filling out the appropriate form. Accompanying the form, a research proposal endorsed by a faculty member (who will act as a supervisor) needs to be submitted along with the completed form at the same time. The scholarship committee will meet to approve the applications and shall inform the applicant within seven days after the meeting. The scholarship will be credited to the student's account upon the satisfactory completion of the research project, or presented to the student in the College's annual commencement service.

#### **6. SOCIAL SERVICE SCHOLARSHIP**

A scholarship of HK\$300 –HK\$500 is awarded to students who are involved in the College's social service programs. This is to encourage active participation in community service and training of their organizational and presentation skills. Matriculation students and college students who are interested in leading community service activities could apply. *Procedure:* A student must apply to the Business Manager by filling out the appropriate form. A training session will be arranged by the marketing department. All applicants have to be screened before they are assigned to take part in the activities of the social service programs. The scholarship will be credited to the student's account upon the satisfactory completion of the project or presented to the student in the College's annual commencement service.

#### **7. PARTNERSHIP GRANT**

Partnership Grants are provided for students.

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

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

### **Bachelor Programs**

#### **HKDSE Results:**

- HK\$10,000 if student meets the minimum entry requirement of 12 scores in HKDSE results
- HK\$900 for each score above the minimum entry requirement
- To be eligible in the subsequent years:
  - HK\$5,000 if cumulative GPA is 2.75 or above
  - HK\$10,000 if cumulative GPA is 3.00 or above
  - HK\$15,000 if cumulative GPA is 3.25 or above
  - HK\$20,000 if cumulative GPA is 3.50 or above

#### **GPA System:**

- HK\$5,000 if GPA is 2.50 or above, and a 2.75 to maintain it
- HK\$10,000 if GPA is 3.00 or above and a 3.00 to maintain it
- HK\$15,000 if GPA is 3.25 or above and a 3.25 to maintain it
- HK\$20,000 if GPA is 3.50 or above and a 3.50 to maintain it

## **OTHER USEFUL LINKS**

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

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

### **Student Financial Assistance Fund**

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

### **Eligibility Criteria**

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

Tuition & Fees for 2015-2016  
13-Jan-15

	2015-16		
	Total Cost	Cost per Instal.	No. of Instal(s)
<b>College Program</b>			
Master Degree (2 regular SEMESTERS for each school year) Griggs University: Master of Christian Ministry Tuition for each credit / semester	\$2,000.00		
Bachelor Degrees (2 regular SEMESTERS for each school year) Andrews University: Bachelor of Arts in Religion Bachelor of Science in Health & Fitness Bachelor of Science in Psychology Griggs University : Bachelor of Science in Business Management HK Adventist Seminary: Bachelor of Ministry			
Tuition package (12 - 16 credits)	\$45,000.00	\$22,500.00	2
Tuition - under 12 credits / per credit / semester	\$1,910.00		
Tuition - over 16 credits / per credit / semester	\$1,550.00		
Summer session per credit	\$1,450.00		
4-year diploma (2 regular SEMESTERS for each school year)			
Tuition package (12 - 16 credits)	\$45,000.00	\$5,625.00	8
Tuition - under 12 credits / per credit / semester	\$1,910.00		
Tuition - over 16 credits / per credit / semester	\$1,550.00		
Summer session per credit	\$1,450.00		
Extension school			
Tuition - per credit / semester	\$1,525.00		
Audit (certificate of attendance) / per credit / semester (net)	\$920.00		
Audit (without certificate of attendance) / per credit / semester (net)	\$620.00		
English Program			
Comprehensive English (up to 4 AU credits)	\$38,080.00	\$19,040.00	2
Proficiency English (up to 9 AU credits)	\$41,600.00	\$20,800.00	2
One-year Certificate	\$27,450.00	\$3,050.00	9
Pre-College			
Diploma in Pre-University Studies	\$34,500.00	\$3,450.00	10
Room & Board / monthly			
4-person / room - per person (5-day)	\$4,200.00		
4-person / room - per person (7-day)	\$5,550.00		
Activities Fee	\$600.00		
Other fees.			
Application Fee :			
Diploma in Pre-U Studies	\$50.00		
College Program (except affiliated program)	\$200.00		
Andrews U / Griggs U Affiliated Program	\$0.00		
General Fee:	\$0.00		
Graduation Fee :			
Pre-College Program (Diploma in Pre-U Studies & S6 Repeat)	\$100.00		
College Program (except affiliated program)	\$300.00		
Affiliated Program (Andrews U & Griggs U)	\$1,500.00		
Late Registration	\$500.00		
Changes in Registration	\$50.00		
English Proficiency Test	\$80.00		
Examination outside of schedule - per examination	\$500.00		
Official transcript:-			
Local address	\$100.00		
Foreign address	\$150.00		
Express service (local)	\$300.00		
Express service (overseas)	\$450.00		
Recording fee:-			
Credit by external examination	\$500.00		
Credit by correspondence study	\$500.00		
Credit by experiential learning	\$500.00		
Proficiency examination (for credit)	\$500.00		
Waiver examination	\$250.00		
* This represents only part of the other misc. fees			

# ADMISSION

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

## ADMISSION REQUIREMENTS

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

### A. AFFILIATED PROGRAMS – Andrews University and Griggs University

#### HONG KONG SYSTEM OF EDUCATION

Hong Kong Diploma in Secondary Education (HKDSE)

Level 3 in English and Chinese Language

Level 2 in Mathematics and Liberal Studies

Level 2 in an Elective subject

12-year high school program graduate

Overall GPA 2.50

Overall SAT scores of 800 (400 minimum in English and 400 minimum in Mathematics)

Hong Kong Certificate of Education Examination (HKCEE) (pre-2012)

Five C grades including English and Mathematics

Hong Kong Education Bureau approved pre-university course

Graduating GPA of 2.50

Hong Kong Council for Accreditation of Academic & Vocational Qualifications (HKCAAVQ)

accredited pre-associate program

Successful completion

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

Three passes including English

#### CHINA SYSTEM OF EDUCATION

Senior High School (Grade 12)

Pass with at least 50% of the term-end and year-end tests

## **SOUTHEAST ASIAN SYSTEM OF EDUCATION**

### Malaysia

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

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

### Singapore

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

### Indonesia

Evaluasi Belajar Tingkat Akhir National: Sekolah Menengah Atas (*National Evaluation of Studies at the Final level: Academic Senior Secondary School*)  
Award: Surat Tanda Tamat Belajar Sekolah Menengah Umum Tingkat Atas (*Senior Secondary School Certificate of Completion*)

### Thailand

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

## **ASSOCIATE DEGREE**

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

## **MATURE AGE**

Age of 23 by September 1 of admission year.

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



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

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

Hong Kong Diploma in Secondary Education (HKDSE)  
Completed Senior Secondary 3 (NSS) with Level 2 in English, or

Hong Kong Certificate of Education Examination (HKCEE)  
Passed in five subjects including English, or

### Equivalent Qualifications\*

Hold Project Yi Jin (successfully completed), or

Hold certificate(s) from overseas institution, or

Successfully completed General Senior Secondary education with a pass in English from the China System of Education, or

\* Applicants who come from a country where English is not the medium of instruction use in schools are required to sit for HKAC DPUS English Language Proficiency Examination.

GCSE/IGCSE “O-Level” with a D in English (or Level 3 in the new grading system – 2017) plus passes in four other subjects, or

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

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

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

## **FOREIGN STUDENT REGISTRATION POLICY**

1. All foreign students are required to take a full course load (i.e. at least 12 credits), except for those on academic probation, to fulfill all the major and general studies requirements within the normal 4-year program (required by the Hong Kong Immigration Department). Summer sessions provide room for the following:
  - a. Extra electives
  - b. Necessary adjustments when programs are lengthened because of repeat, academic probation, etc.

- c. Extra language courses as needed to fulfill prerequisites.
  - d. Courses needed when it is foreseeable that the total credits accumulated in 4 years will be less than those needed to graduate.
2. Once registered in a specific major, a foreign student may request for a change in a program only through a petition to the Academic Council. Approval may be granted only on an individual basis as deemed appropriate by the Council based on the reasons given or other criteria. This change will be immediately reported to the Hong Kong Immigration Department for amendment of their record.
  3. A foreign student who is absent from classes beyond the allowed number of absences (regardless of reasons) may be subjected to suspension from continuing his or her study. Absences will be reported to the Hong Kong Immigration Department.
  4. All foreign students are required to stay in the dormitory unless appropriate arrangement is made through a petition to the Administrative Committee. Approval for a foreign student to stay elsewhere is subjected to the Council's discretion. If the approval is granted, the student's guardian is required to sign an agreement signifying that he or she will be responsible for the student outside of regular class hours.

### **ADVANCED PLACEMENT**

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

## **STUDENT STATUS**

### **GUEST**

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

### **PROVISIONAL**

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

### **SPECIAL**

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

### **TRANSFER**

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

### **PART-TIME**

A student taking less than 12 credit hours during the regular school term is considered a part-time student. Part-time students during the regular school term are generally required to attend chapel periods and other scheduled school functions. 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. An application fee of HK\$50 for Diploma in Pre-University Studies and Bachelor programs (HK\$200 or US\$30 for foreign applications). This fee is not refundable.

Students applying for affiliated programs pay an additional of \$ 2,500 application fee.

3. An official transcript of records from high school(s) and college(s) previously attended. The applicant is responsible for having these transcripts sent directly from the previous school(s) to the Registrar.
4. Certified copies of all diplomas, certificates, transcripts, grade reports, test scores, and any other evidence of academic accomplishments attesting to the eligibility and qualification for College entrance.

NOTE: All documents must be **CERTIFIED** by a notary public, magistrate, school principal, or equivalent legal authority. Photocopies without the appropriate original signature or seal are not accepted as evidence of academic achievements. Also, for documents not in English or Chinese, certified translation is required.

5. A completed **Residence Application Form** (if the applicant desires to live in a school dormitory residence).
6. The **Financial Guarantee Form** completed by the sponsor or parent responsible for payment of school expenses. Documented proof of ability to provide financial support must be supplied with the application.
7. A completed **Health Certificate** or **Physical Examination Form** issued by a registered physician or a reputable hospital.

8. The following deposits (*as applicable*):
  - a. The Dormitory Reservation Deposit of one month's residence fee.
  - b. The Foreign Student Deposit of HK\$20,000 (dormitory student) or HK\$10,000 (day student).
  
9. Character references from two reputable persons who have known the applicant personally in an academic or religious setting, but who are not in any way related. These recommendations, on the prescribed forms, should be sent directly to the College Registrar.
  
10. 2 stamped envelope from the applicants with returning address
  - a. Envelope 1: For sending Letter of Acceptance to the applicants
  - b. Envelope 2: For sending Letter of Registration to the applicants

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

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

All correspondence or inquiries are to be addressed to:

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

### **APPLICATION DEADLINES**

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

## **ACADEMIC POLICIES**

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

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

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

## **ACADEMIC AUTHORITY**

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

## **PETITIONS**

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

## **REGISTRATION**

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

## **NEW STUDENT ORIENTATION**

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

## **LATE REGISTRATION**

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

## **CHANGES IN REGISTRATION**

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

## **AUDIT REGISTRATION**

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

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

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

## **REGISTRATION RECORD**

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

## **CANCELLATION OF COURSES**

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

## **CHANGE OF CLASS SCHEDULE**

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

## **WITHDRAWAL**

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

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

## **WITHDRAWAL FROM COLLEGE**

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

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

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

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

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

## **ATTENDANCE AND COURSE CREDIT**

### **ENTRANCE**

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

### **ATTENDANCE POLICY**

Hong Kong Adventist College adopts a strict attendance policy for all students. Regular attendance and punctuality to class is expected of every student. To receive a grade for a course, students are required to be present in at least 80% of all the class hours. For courses



with a laboratory component, 80% attendance policy also applies to attendance in the laboratory. In addition, all full-time students are required to attend scheduled school functions, including orientation, assembly, service education and picnic day, organized by the College. Absence in any of these functions may result in disciplinary actions initiated by the Dean of Students.

### **ABSENCE**

The instructor may excuse a student who is absent from classes or assembly with a valid reason, such as personal illness or family emergency. However, excused absence does not exempt the student from the need to make up all possible work or assignments (such as examinations, class assignments, or laboratory work) missed during the absence or tardiness, and to fulfill the attendance policy of 80% overall class attendance. It is also the student's responsibility to check with the instructor immediately upon return to class after an excused absence to determine required make-up work and to complete any work according to the deadline set by the instructor.

### **TARDINESS**

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

### **UNEXCUSED ABSENCE**

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

### **CHAPEL / ASSEMBLY ATTENDANCE**

Each student is expected to attend the weekly college chapel / assembly. Attendance of designated recreational events such as picnic day is counted under chapel attendance. A student is allowed up to 20% absence per semester. Beyond that, a disciplinary action will be taken to "make up" the attendance. Otherwise an "U" grade will be given. Community services program will be utilized as the 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

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

## ACADEMIC INTEGRITY AND HONESTY

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

Academic dishonesty includes:

**1. Plagiarizing.**

This includes but is not limited to presenting research papers, reports (laboratory, reading, case study, etc.), or assignments not based on personal study effort (e.g. copying other's published work, and/or not giving credits to other authors).

**2. Cheating on assignments or examinations.**

This includes but is not limited to using learning aids not permitted by the instructor during a quiz, test, or examination; copying another person's answer or using exam or crib notes during an examination; using someone else's answer in a take-home or open-book examination; using any material or mechanical or electronic means that would permit an unfair advantage over other students in the class.

**3. Forgery of signatures or falsification of data.**

**4. Unauthorized access to College files or accounts.**

**5. Removal, mutilation, or deliberate concealment of materials belonging to the institution.**

**6. Assisting another in acts of academic dishonesty.**

(e.g. falsifying attendance records, providing unauthorized course materials)

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

### PENALTIES

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

## LANGUAGE PROFICIENCY

### CHINESE

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

### ENGLISH

Students in the **Affiliation Programs** are expected to have a proficiency level in English language skills comparable to those expected by North American colleges and universities. At Hong Kong Adventist College, all students whose first language is not English must demonstrate that they can read, speak and understand English. A minimum score of 79 in Test of English as a Foreign Language (TOEFL – iBT) or 6.0 in International English Language Testing System (IELTS) is used to measure such proficiency. Students who score below these levels are placed at the appropriate levels in the English remedial program. An average score of a B is required to progress to the next level in the program. Students who do not have results of these tests must plan to take the test at least three weeks prior to the start of classes to ensure that results are released in time for class registration.

Level	Score (any one of the following)	English Courses	Limitations
1	TOEFL – iBT 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.
2	TOEFL – iBT 61 – 79  IELTS 5.5  An average of B or above in Comprehensive English I and II	Proficiency English I & II	May take no more than 9 credits of College-level courses per semester.*  May take only 100 and 200 level courses (except English Composition or courses that require English Composition as a prerequisite).  Not allowed to take courses that require intensive research writing skills.

3	TOEFL – iBT 80 or above  IELTS 6.0 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.
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\* 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:

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

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

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

## **ACADEMIC STATUS**

### **RESIDENCE**

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

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

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

### **CLASS STANDING**

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

#### **Freshmen**

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

#### **Sophomore**

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

#### **Junior**

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

### **Senior**

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

## **ACADEMIC PROBATION**

A student is classified as on Academic Probation when one or more of the following three conditions apply:

1. the cumulative HKAC/AU GPA falls below 2.00,
2. the semester GPA is 1.75 or below,
3. a combination in a semester of three or more of Withdrawals (W), Incompletes (I), or grades lower than a "C".

Students placed on academic probation,

1. are restricted to register for a maximum of 12 credits per semester,
2. are expected to limit extracurricular activities and part-time employment, and
3. will be referred for academic counseling by their respective Department Chair.

(See the section Foreign Student Policy also.)

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

## **ACADEMIC DISQUALIFICATION**

Students are subject to academic disqualification in four ways:

- Earning during a given semester a GPA of 1.00 or less
- Two consecutive regular semesters on academic probation
- Failure to fulfill the terms spelt out in their personal academic probation program outlined by their department chairs
- Displaying a high degree of academic irresponsibility in matters such as class attendance and homework assignments

Academically disqualified students may appeal to the Academic Dean or the Academic Council for semester-by-semester admission.

## ACADEMIC STANDING DEFINITION

<b>Graduation qualification</b>	<ol style="list-style-type: none"> <li>1. Completed 124 semester credits of required and recommended courses for the four-year program.</li> <li>2. Minimum overall GPA of 2.00</li> <li>3. Minimum Major and Minor GPA of 2.25 with no grades lower than "C-".</li> </ol>
<b>Good Standing</b>	Students with satisfactory academic progress by maintaining minimum semester GPA of 2.00 and cumulative GPA of 2.00.
↓	
<b>Academic Warning</b>	Applicable to students with semester GPA below 2.00 for a given semester or cumulative GPA below 2.00 for a given semester.
↓	
<b>Academic Probation</b>	Applicable to students on academic warning when their semester GPA is below 2.00 for two consecutive semesters.
↓	
<b>Academic disqualification</b>	Applicable to students on academic probation when their semester GPA is below 2.00 for three consecutive semesters.

### Rules for Academic Standing Changes

From	To	Semester GPA		Cumulative GPA
Good standing	Good standing	1.75 or above	and	2.00 or above
	Academic warning	Below 1.75	or	Below 2.00
Academic warning	Good standing	1.75 or above	and	2.00 or above
	Academic Probation	Below 1.75 for two consecutive semesters	and	Below 2.00
Academic probation	Good standing	1.75 or above	and	2.00 or above
	Academic warning	1.75 or above		Below 2.00
	Academic disqualification	Below 1.75 for three consecutive semesters	and	Below 2.00

## **ACADEMIC LOAD**

### **SEMESTER CREDITS**

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

### **ACADEMIC LOAD**

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

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

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

### **OVERLOAD**

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

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

### **LANGUAGE PROFICIENCY AND COURSE LOAD**

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



## **WORK LOAD**

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

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

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

## **DIRECTED STUDY**

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

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

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

## **PRIVATE TUTORIAL**

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

### **1. PURPOSE**

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

### **2. QUALIFICATIONS**

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

3. **CONTENT**

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

4. **TIME STANDARD**

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

5. **LIMIT**

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

### **SEQUENCE OF COURSES**

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

### **WAIVERS**

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

### **COURSE INFORMATION**

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

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

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

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

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

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

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

### **PRACTICUM/FIELD EXPERIENCE**

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

### **LABORATORIES**

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

### **LANGUAGE OF INSTRUCTION**

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

## **UPPER DIVISION COURSE RESTRICTIONS**

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

## **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 “IP” may remain on a student’s transcript at graduation if the course does not count toward the degree.

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

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

### **MINIMUM GRADE REQUIREMENT**

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

### **HONORS AND AWARDS**

#### **Dean’s List**

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

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

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

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

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

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

### **REPEATED COURSES**

A student who does not pass a course with a satisfactory grade may repeat the course. Since all work done at the College is permanently recorded, the grade received at the first attempt will not be removed from the permanent record. However, credits are only counted once for any specific course, and the better grade will be used in the computation of grade point averages. Only two repeats for any one course are allowed.

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

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

## **WITHDRAW GRADE**

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

## **OFFICIAL TRANSCRIPTS**

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

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

## **WITHHOLDING OF TRANSCRIPTS**

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

## **REPLACEMENT COPY OF DIPLOMA**

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

# **TRANSFER AND NON-TRADITIONAL CREDIT**

## **NON-TRADITIONAL CREDIT**

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

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

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

Fee: HK\$500 per course.

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

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

Fee: HK\$500 per examination.

**3. Credits by Correspondence Study.**

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

Fee: HK\$500 recording fee per course.

**4. Credits for Experiential Learning.**

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

Fee: HK\$500 per course.

**TRANSFER CREDIT**

Transfer credits from accredited colleges and post-secondary institutions (including credit from an accredited home study or distance learning institution completed prior to initial enrollment at Hong Kong Adventist College) may be granted on an individual basis. A complete, official transcript from the former school(s) must be on file in the Registrar's



Office before transfer credits will be considered. For affiliation programs, the credits presented for transfer must be for college level courses in which the student has earned a grade of "C-" or higher.

Credits are accepted only if they meet the requirements (major, minor, concentration, general studies, or general electives) of the programs offered at Hong Kong Adventist College and if they conform to similar courses offered at Hong Kong Adventist College or by a recognized or accredited, liberal arts college or university. Once transfer credits have been approved by the Academic Council, the name of the institution and the total number of equivalent credits transferred will be noted on the transcript.

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

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

## COURSE OUTLINES

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

## DEADLINES

### REGISTRATION

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

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

### GRADUATION

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

## **EXTENSION PROGRAMS**

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

# GRADUATION REQUIREMENTS

## ACADEMIC REQUIREMENTS

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

## GRADUATION POLICIES

### ATTENDANCE AT GRADUATION

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

### CANDIDACY

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

A prospective graduate must submit an Application to Graduate Form to the Registrar no later than the first week of the student's final year. (The above form is available from the Registrar.) When a candidate is cleared for graduation by the Registrar (clearance includes verification that a student is eligible to graduate and verification of documents of secondary school completion, transcripts of any transfer credits from other accredited institutions or from external examinations, and documents of any exemptions from the regular program) and is recommended by action of the Academic Council, the college President will extend an official invitation to the candidate to join the graduating class (as a senior or associate member) and to participate in graduation exercises. Granting of the diploma or degree is always subject to successful completion of the proposed program within the current school year.

## **CONDUCT**

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

## **GOVERNING BULLETIN**

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

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

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

## **GRADUATION WITH HONORS**

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

cum laude	3.50 – 3.749
magna cum laude	3.75 – 3.899
summa cum laude	3.90 – 4.00

## **MAJOR**

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

## **MINOR**

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

## **RESIDENCY REQUIREMENTS**

1. For two-year diploma candidates, a minimum of 20% of the requirements in each major and minor must be taken at HKAC in residence.
2. Degree candidates must be in residence the two consecutive semesters preceding graduation. A minimum of 25% of the requirements in each major and minor must be taken at HKAC in residence.
3. Transfer students must be in residence the two consecutive semesters preceding graduation and must complete a minimum of 30 credit hours, including 8 upper-Department semester hours in the major and 2 upper-Department credit hours in the minor.

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

## **SECOND DEGREE**

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

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

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

## ACADEMIC PROGRAMS

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

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

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

<b>Bachelor of Science in Business Management</b>	<b>(Registration No. 262031)</b>
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The following programs are licensed by the Education Bureau (EDB).

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

### Four-year Diploma Courses

- Business Administration \***
- Accounting \***
- Computer Information Systems \***
- Management \***
- Finance \***
- Health \***
- Social Science (emphasis on Psychology) \***
- Religion**

### Minors

- Business \***
- English \***
- Health \***
- Social Science \***

\* not currently offered

### One-year Certificate Courses

- English Proficiency**
- Bookkeeping and Accounts**

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

**Diploma in Pre-University Studies**

**(Registration No. 13/000572/L3)**

Under the Chinese Adventist Seminary, 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 “Academic Bulletin” of Chinese Adventist Seminary.

# DEPARTMENT OF BUSINESS



## **DEPARTMENT OF BUSINESS**

Hong Kong Adventist College offers the 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 (Reg. No. 262031).

The program is taught in the English medium of instruction and is designed to prepare the graduate for career opportunities through entry level Business employment and/or continued education in Business studies.

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.

### **MISSION**

The Hong Kong Adventist College Department of Business seeks to prepare individuals by providing program that will develop the intellectual, integrity, efficiency and a caring foundation for the community and the environment at large.

**BACHELOR OF SCIENCE IN BUSINESS MANAGEMENT**

GRIGGS UNIVERSITY AFFILIATION PROGRAM

(Registration Number: 262031)

Total minimum: 120 semester credits

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

ACCT211	Principles of Accounting I	3
ACCT212	Principles of Accounting II	3
ACCT305	Cost / Managerial Accounting	3
BUAD246	Business Research and Communications	3
BUAD375	Business Law I	3
ECON265	Principles of Macroeconomics	3
ECON266	Principles of Microeconomics	3
FNCE290	Business Finance	3
MGMT330	Principles of Management	3
MGMT333	Personnel Management	3
MGMT335	Management Structure in the Business Organization	3
MGMT485	Business Strategy and Policy	3
MKTG210	Principles of Marketing	3

**COGNATES (Total number of credits required for this section: 11)**

CPTR105	Introduction to Computers	3
MATH110	Probability and Statistics	4
MATH121	College Algebra	4

**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

DEPARTMENT OF BUSINESS

**GENERAL EDUCATION REQUIREMENTS (Total number of credits required for this section: 33)**

ENGL101*	English Composition I	3
ENGL102*	Research and Literature	3
	Literature Elective	3
	ENGL Upper Division Writing Elective	3
COMM105	Introduction to Human Communication	3
	Science Elective	4
HIST125	History of World Civilizations I	3
HIST126	History of World Civilization II	3
PHYS105	Introduction to Psychology <u>or</u>	3
SOCI119	Principles of Sociology	3
HLSC110	Healthier Living	2
	Humanities Elective	3

**GENERAL ELECTIVES (Total number of credits required for this section: 19)**

Total should be 120 hours when electives are added to credit earned from above courses. A minimum of 36 upper-division hours should be included in the 120 hours.

**TOTAL.....120 hours**

**NOTE:** Grades in ALL major, and cognate courses must be “C” or above. It is the student's responsibility to meet the requirements for graduation as specified in the bulletin (minimum GPA of 2.25 in major, emphasis, or concentration; minimum cumulative GPA of 2.00).

\* Minimum grade of “C” is required.

**CERTIFICATE IN BOOKKEEPING AND ACCOUNTS**

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

<b>Grading System</b>	95 –			
	100	A	70 – 74	C+
	90 – 94	A-	65 – 69	C
	85 – 89	B+	60 – 64	C
	80 – 84	B	50 – 59	D
	75 - 79	B-	00 – 49	F

# DEPARTMENT OF ENGLISH

## DEPARTMENT OF ENGLISH

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

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

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

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

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

### PROGRAM

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

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

## ONE-YEAR CERTIFICATE IN ENGLISH PROGRAM

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

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

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

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

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

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

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

### **ADMISSION**

(Fulfill the entrance requirement to the College program)

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



DEPARTMENT OF ENGLISH

**1<sup>st</sup> 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

**2<sup>nd</sup> SEMESTER**

**(16 credits)**

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

## **DEPARTMENT OF GENERAL EDUCATION**

## **DEPARTMENT OF GENERAL EDUCATION**

### **MISSION**

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

### **PHILOSOPHY**

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

### **AREAS OF GENERAL EDUCATION**

#### **Religion**

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

#### **Language and Communication**

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

#### **History**

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

#### **Fine Arts and Humanities**

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

#### **Social Sciences**

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

#### **Service**

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

#### **Life and Physical Sciences**

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

#### **Mathematics and Computer Literacy**

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

**Physical Education and Wellness**

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

**Multiculturalism**

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

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

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

**GENERAL EDUCATION REQUIREMENT FOR  
FOUR YEAR UNDERGRADUATE DEGREE PROGRAMS**

[62-63 semester credits]

**RELIGION**

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

RELB210	Jesus in His Time and Ours	3
RELT100	God and Human Life	3
RELT340	Religion and Ethics in Modern Society	3

*Students may choose the other 3 credits from RELB, RELG or RELT*

**LANGUAGE AND COMMUNICATION**

**( Total number of credits required from this section: 12-17)**

COMM104	Communication Skills	3
ENGL115	English Composition I	3
ENGL215	English Composition II	3
INLS121	Beginning Mandarin I #	4
INLS207	Practical Chinese Writing #	3

*# Students without or with very limited Chinese background are required to take INSL121.*

**HISTORY**

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

HIST114	Chinese History and Culture I	3
HIST115	Chinese History and Culture II	3
<b>or</b>		
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 courses from any two of the following categories:*

**Visual Arts:**

ARTH220	Language of Art	3
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DEPARTMENT OF GENERAL EDUCATION

**Humanities:**

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

**Music:**

MUHL214	Enjoyment of Music	3
<b>or</b>		
MUHL204	Music Appreciation	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 courses from **both** categories.*

**Life Science:**

BIOL100	Human Biology	4
BIOL221	Anatomy and Physiology I	4
FDNT230	Nutrition *	3
FDNT240	Nutrition Lab *	1

*\* must be taken concurrently*

**Physical Science:**

CHEM100	Consumer Chemistry	4
PHYS110	Astronomy	4
PHYS115	Concepts of Physics	4

**MATHEMATICS****(Total number of credits required from this section: 3)***For HKAC programs, students who score a Level 3 or higher in HKDSE Mathematics or equivalent may petition to waive from taking any of the following courses.*

MATH145	Reasoning with Functions	3
MATH165	College Algebra	3
MATH166	Pre-Calculus Algebra	3

**COMPUTER LITERACY****(Total number of credits required from this section : 3)***For HKAC programs, student who passed a competency exam in Computer may petition to waive from taking this course.*

INFS110	Introductory Computer Tools	3
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**SOCIAL SCIENCES****(Total number of credits required from this section: 6)***Students must take courses from **both** categories.***Foundation Courses:**

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

**Interdisciplinary Courses:**

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

**PHYSICAL EDUCATION AND WELLNESS****(Total number of credits required from this section: 1+2)**

HLED120	Fit and Well	1
<b>and</b>		
PEAC130	Special Activity	1

*(To be repeated to fulfill the credit requirement)*

DEPARTMENT OF GENERAL EDUCATION

**SERVICE**

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

BHSC100	Philosophy of Service ( <i>15 hours of community services</i> )	2
<b>and</b>		
EDUC108	Service Education ( <i>40 hours of community services</i> )	0

(Effective Spring Semester 2011-2012)

**BHSC100 PHILOSOPHY OF SERVICE PRACTICAL EXPERIENCES**

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

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

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

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

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

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

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

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

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

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



## **EDUC108 SERVICE EDUCATION**

### **OVERVIEW**

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

### **GOAL**

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

### **REQUIREMENTS**

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

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

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

### **EVALUATION**

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

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

## GENERAL STUDIES PROGRAM

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

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

The General Studies program at HKAC helps students to:

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

**DIPLOMA OF PRE-UNIVERSITY STUDIES**

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

(Registration Number: 13/000572/L3)

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

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

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

**COURSES OFFERED****CORE COURSES**

ARTD040	Creative and Performance Arts I	2
ARTD041	Creative and Performance Arts II	2
BHSC040	Life Skills I	2
BHSC041	Life Skills II	2
CHIN040	Foundation Chinese I	3
CHIN041	Foundation Chinese II	3
CNCS040	Introduction to Chinese for Non Chinese Speaker I	3
CNCS041	Introduction to Chinese for Non Chinese Speaker II	3
ENGL040	Advanced English I	6
ENGL041	Advanced English II	6
INFS040	Computer Technology I	1
INFS041	Computer Technology II	1
MATH040	Mathematics Competences I	2
MATH041	Mathematics Competences II	2
PEAC040	Physical Education I	1
PEAC041	Physical Education II	1
RELG040	Religion and Ethics I	2
RELG041	Religion and Ethics II	2

DEPARTMENT OF GENERAL EDUCATION

**ELECTIVES**

BSAD040	Business I	5
BSAD041	Business II	5
HLED040	Health Science I	5
HLED041	Health Science II	5
PSYC040	Psychology I	5
PSYC041	Psychology II	5

# 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 includes physical, mental, social, emotional, and spiritual health, and is fundamental to life and effective service to God and men. Therefore, the mission of the department is to prepare qualified and highly motivated men and women to promote a healthy lifestyle in the community through various careers related to public health.

The Department of Health collaborates with Hong Kong and Tsuen Wan Adventist Hospitals 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 service to the community.

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

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

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

#### **MISSION**

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

#### **PROGRAMS OFFERED**

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

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

DEPARTMENT OF HEALTH

**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
FTES355	Methods of Fitness Instruction	3
FTES465	Exercise Physiology	4
FTES495	Independent Study / Reading / Research Project	4
FTES	Two elective activity courses selected in consultation with the Advisor	2
HLED120	Fit and Well	1
HLED210	Philosophy of Health	3
HLED380	Natural Therapies	3
HLED445	Consumer Health	2
HLED480	Wellness Programs	3
PSYC210	Introduction to Health Psychology	3

**REQUIRED COGNATES**

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

**ELECTIVES**

For Health major, it is recommended that students take INSL201 Intermediate Mandarin as an elective. Students may also choose courses of personal interest.

Note: All students need to submit a valid First Aid certificate by the end of the first year of study.

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 and Well	1
HLED210	Philosophy of Health	3
HLED445	Consumer Health	2

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



# 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.

### MISSION

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

### VISION

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

### VALUES

**CHANGE** necessary for growth

**OPENNESS** to foster the ideal environment for communication.

**RESPECT** of individual differences and cultural diversity

**EMPATHY** to better understand the needs of others.

### PROGRAMS OFFERED

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

- Bachelor of Science in Psychology
- Minor in Psychology

## **BACHELOR OF SCIENCE IN PSYCHOLOGY**

ANDREWS UNIVERSITY AFFILIATION PROGRAM

(Registration Number: 261680)

Total: Minimum 124 semester credits

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

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

A student majoring in psychology must complete a minimum total of 40 semester credits in the major, 23 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

#### **DEVELOPMENT**

PSYC220 Human Development – Lifespan 3

#### **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

DEPARTMENT OF PSYCHOLOGY

**CONTENT COURSES (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

**Group C (A minimum of 1 course)**

PSYC410	Introduction of Theories in Counseling & Psychotherapy	3
PSYC420	Human Sexuality	3
PSYC486	Psychological Assessment	3

<b><u>and</u></b>	One class from Group A or Group B	3
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**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: 23 credits)**

BHSC230	Research Methods I: Statistics for the Behavioral Sciences	3
BIOL221	Anatomy & Physiology I	4
BIOL222	Anatomy & Physiology II	4
RELT340	Religion & Ethics in Modern Society	3
SOCI119	Principles of Sociology	3
PHIL224	Introduction to Philosophy	3
ANTH200	Cultural Anthropology <u>or</u> One sociocultural awareness class or experience	3

DEPARTMENT OF PSYCHOLOGY

**GENERAL EDUCATION REQUIREMENT**

*Refer to General Education Section.*

**MAJOR FIELD TEST**

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

## MINOR IN PSYCHOLOGY

ANDREWS UNIVERSITY AFFILIATION PROGRAM

Total: Minimum 20 semester credits

### REQUIRED COURSES

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

PSYC450	Social Psychology	3
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PSYC454	Theories of Personality	3
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PSYC460	Psychology of Abnormal Behavior	3
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#### At least one of the following:

PSYC210	Introduction to Health Psychology	3
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PSYC364	Learning & Behavior	3
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PSYC432	Research Methods II: Introduction	3
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PSYC471	Behavior Modification	3
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Remaining 11 credits to be chosen from other PSYC courses.

# DEPARTMENT OF RELIGION

## DEPARTMENT OF RELIGION

### BACHELOR OF ARTS IN RELIGION

ANDREWS UNIVERSITY AFFILIATION PROGRAM

(Registration Number: 261684)

Total: Minimum 128 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, 12 semester credits of general education foreign language, 64 semester credits in the general education program, and all baccalaureate degree requirements as outlined in the Bulletin.

#### MISSION

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

#### PROGRAMS OFFERED

##### Andrews University Affiliation Program

- Bachelor of Arts in Religion
- 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 Israel	4



DEPARTMENT OF RELIGION

**MISSIONOLOGY**

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

**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

**LANGUAGE REQUIREMENTS**

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

BIBL211	Elementary Greek I	3
BIBL212	Elementary Greek II	3
BIBL311	Intermediate Greek I	3
BIBL312	Intermediate Greek II	3

*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 part of the graduation requirement.

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

DEPARTMENT OF RELIGION

## **MINOR IN RELIGION**

ANDREWS UNIVERSITY AFFILIATION PROGRAM

Total: Minimum 20 semester credits

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

# COURSES OFFERED IN 2015/2016

FALL 2015 \_On-Campus Course Offering (revised: 14-May-2015)

## ENGLISH

COURSE NUMBER	COURSE TITLE	CR	INSTRUCTOR
COMM104	Communication Skills	3	Simon CHUA
ENGL101/111	English Composition I	3	TBA

## HEALTH

COURSE NUMBER	COURSE TITLE	CR	INSTRUCTOR
FDNT460	Seminar	1	Diana DAVID
FTES120	Fit and Well (subject to 20 enrollment)	1	Diana DAVID
FTES214	Weight Training and Conditioning	1	TBA
FTES305	Methods of Fitness Instruction	3	TBA
FTES355	Concept & Application in Phy Fitness	3	TBA
FTES465	Exercise Physiology	4	TBA
SOC415	Substance Abuse	2	Diana DAVID

## BUSINESS

COURSE NUMBER	COURSE TITLE	CR	INSTRUCTOR
ACCT121	Principles of Accounting I	3	Cindy SING

## PSYCHOLOGY

COURSE NUMBER	COURSE TITLE	CR	INSTRUCTOR
PSYC101	Introduction to Psychology	3	Priscilla WONG
PSYC269	History & System of Psychology	3	Priscilla WONG
PSYC319	Stress Management	3	Diana DAVID
PSYC445	Cognitive Psychology	3	Kelvin NG
PSYC454	Theories of Personalities	3	Priscilla WONG
PSYC495	Independent Studies	3	Priscilla WONG

## GENERAL EDUCATION

COURSE NUMBER	COURSE TITLE	CR	INSTRUCTOR
BHSC100	Philosophy of Service	2	TBA
BIOL221	Anatomy & Physiology	4	Charles LAU
INLS121	Beginning Mandarin I	4	Charlene PAK
EDUC108	Service Education	0	Simon CHUA
HIST117	Civilization and Ideas I	3	TBA
MATH145	Reasoning with Functions	3	LEE Shuk Yee
MUHL214	Enjoyment of Music	3	Arlene SIAGIAN
MUPF170-47	Applied Music	1	Arlene SIAGIAN
MUPF337	Choir	1	Arlene SIAGIAN
PEAC130	Special Activities	1	TBA
SOCI119	Principles of Sociology	3	TBA
<i>BIOL100</i>	<i>Human Biology</i>	<i>4</i>	<i>Charles LAU</i>
<i>LITR226</i>	<i>American Literature</i>	<i>3</i>	<i>TBA</i>

## RELIGION

COURSE NUMBER	COURSE TITLE	CR	INSTRUCTOR
BIBL312	Intermediate Greek II	3	Leendert BROUWER
RELB110	Biblical Background	3	Daniel CHUAH
RELB406	Daniel & Revelation	4	Daniel CHUAH
RELH448	History of Christian Church in Asia	3	ANG Yat Yau
RELM233	Cross Cultural Ministry	3	Leendert BROUWER
RELPI100-40	Practicum	0	Leendert BROUWER
RELPI60-46	Project	2	Daniel CHUAH
RELPA41	Pastoral Ministry (independent)	2	Daniel CHUAH
RELTI00	God & Human	3	Leendert BROUWER
RELTI26	Advanced SDA Theology	3	ANG Yat Yau
RELTI250	Personal Spirituality	3	Leendert BROUWER
<i>RELT320</i>	<i>Personal Evangelism</i>	<i>3</i>	<i>TBA</i>

## Certificate in Bookkeeping & Accounts

COURSE NUMBER	COURSE TITLE	CR	INSTRUCTOR
ACCT031	Bookkeeping and Accounts I	3	Cindy SING
ACCT034	Computerized Bookkeeping I	3	Cindy SING
ACCT037	Cost Accounting I	3	Cindy SING
CHIN030	Practical Chinese I	3	TBA
ENGL030	English for Business I	3	TBA

## DPUS

COURSE NUMBER	COURSE TITLE	CR	INSTRUCTOR
ARTD040	Creative and Performance Arts I	2	Arlene SIAGIAN
BHSC040	Life Skills I	1	TAY Lee Sia
CHIN040	Foundation Chinese I	3	Elaine HO
CNCS040	Chinese for Non-Chinese Speaker I	3	Elaine HO
ENGL040	Advanced English I	5	TAY Lee Sia
INFS040	Computer Competencies I	1	LEE Shuk Yee
MATH040	Mathematics Competencies I	2	LEE Shuk Yee
RELB040	Understanding Christianity I	2	Ben SEO
PEAC040	Physical Education I	1	TBA
<i>BSAD040</i>	<i>Business</i>	<i>4</i>	<i>Cindy SING</i>
<i>HLED040</i>	<i>Healthy Living</i>	<i>4</i>	<i>Charlene PAK</i>
<i>INFS050</i>	<i>Graphic Design</i>	<i>4</i>	<i>Steven GUDAVALLI</i>

*italics* course[s ] requested by other department

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

SPRING 2016 \_On-Campus Course Offering revised: 14-May-2015)

**ENGLISH**

COURSE NUMBER	COURSE TITLE	CR	INSTRUCTOR
ENGL215	English Composition II	3	TBA

**HEALTH**

COURSE NUMBER	COURSE TITLE	CR	INSTRUCTOR
FDNT498	Research Methods	2	Diana DAVID
FTE5495	Independent Study	4	Charlene PAK
HLED210	Philosophy of Health	3	Diana DAVID
HLED380	Natural Therapies	3	Charlene PAK
HLED445	Consumer Health	2	Charlene PAK
HLED480	Wellness Program	3	Diana DAVID

**BUSINESS**

COURSE NUMBER	COURSE TITLE	CR	INSTRUCTOR
ACCT122	Principles of Accounting II	3	Cindy SING
MKTG310	Principles of Marketing	3	Henry YA'ANG

**PSYCHOLOGY**

COURSE NUMBER	COURSE TITLE	CR	INSTRUCTOR
PSYC210	Introduction to Health Psychology	3	Diana DAVID
PSYC410	Theories in Counseling & Psychotherapy	3	Anna CHIM
PSYC450	Social Psychology	3	PANG Yu Yan
PSYC460	Psychology of Abnormal Behavior	3	Priscilla WONG
PSYC480	Field Experience	3	Priscilla WONG

**GENERAL EDUCATION**

COURSE NUMBER	COURSE TITLE	CR	INSTRUCTOR
CHIN207	Practical Chinese Writing	3	Elaine HO
BHSC220	Contemporary Social Issues	3	Priscilla WONG
BIOL122	Anatomy & Physiology II	4	Charles LAU
EDUC108	Service Education	0	Simon CHUA
HIST118	Civilization and Ideas II	3	TBA
INFS110	Introductory Computer Tools	3	LEE Shuk Yee
MATH165	College Algebra	3	LEE Shuk Yee
MUPF170-470	Applied Music	1	Arlene SIAGIAN
MUPF337	Choir	1	Arlene SIAGIAN
PEAC130	Special Activity	1	TBA
<i>CHEM100</i>	<i>Chemistry</i>	4	<i>Charles LAU</i>
<i>COMM320</i>	<i>Interpersonal Communication</i>	3	<i>TBA</i>
<i>ENGL330</i>	<i>Advanced Expository Writing</i>	3	<i>TBA</i>
<i>MATH110</i>	<i>Probability and Statistics</i>	3	<i>Cindy SING</i>

**RELIGION**

COURSE NUMBER	COURSE TITLE	CR	INSTRUCTOR
RELB110	Biblical backgrounds	3	ANG Yat Yau
RELB210	Jesus in His Time	3	Leendert BROUWER
RELB476	Prophets of Israel	4	Daniel CHUAH
RELH316	History of Christian Church	4	Leendert BROUWER
RELH400	SDA History	3	ANG Yat Yau
REL160-460	Project	2	Daniel CHUAH
RELT320	Personal Evangelism	3	Daniel CHUAH
RELT340	Religion & Ethics	3	Leendert BROUWER
<i>RELT303</i>	<i>Personal and Church Finance</i>	3	<i>Henry YA'ANG</i>

**Certificate in Bookkeeping & Accounts**

COURSE NUMBER	COURSE TITLE	CR	INSTRUCTOR
ACCT032	Bookkeeping and Accounts II	3	Cindy SING
ACCT035	Computerized Bookkeeping II	3	Cindy SING
ACCT038	Cost Accounting II	3	Cindy SING
CHIN031	Practical Chinese II	3	TBA
ENGL031	English for Business II	3	TBA

**DPUS**

COURSE NUMBER	COURSE TITLE	CR	INSTRUCTOR
ARTD041	Creative and Performance Arts II	2	Arlene SIAGIAN
BHSC041	Life Skills II	1	TAY Lee Sia
CHIN041	Foundation Chinese II	3	Elaine HO
CNCS041	Chinese for Non-Chinese Speaker II	3	Elaine HO
ENGL041	Advanced English II	5	TAY Lee Sia
INFS041	Computer Competencies II	1	LEE Shuk Yee
MATH041	Mathematics Competencies II	2	LEE Shuk Yee
RELB041	Understanding Christianity II	2	Ben SEO
PEAC041	Physical Education II	1	TBA
ENGL050	Readings in Literature	4	Simon CHUA
PSYC040	Everyday Psychology	4	Priscilla WONG
RELG040	Moral Issues in Modern Society	4	Daniel CHUAH

*italics* course[s] requested by other department

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

SUMMER SESSION # 1 \_\_2016\_\_ On-Campus Course Offering (revised: 14-May-2015)

ENGLISH

COURSE NUMBER	COURSE TITLE	CR	INSTRUCTOR

HEALTH

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

BUSINESS

COURSE NUMBER	COURSE TITLE	CR	INSTRUCTOR

PSYCHOLOGY

COURSE NUMBER	COURSE TITLE	CR	INSTRUCTOR
PSYC480	Field Experience	3	Priscilla WONG
BHSC230	Research Method I	3	Kelvin NG

GENERAL EDUCATION

COURSE NUMBER	COURSE TITLE	CR	INSTRUCTOR

RELIGION

COURSE NUMBER	COURSE TITLE	CR	INSTRUCTOR
RELP160-460	Project	3	Leendert BROUWER
RELP160-460	Project	3	Leendert BROUWER

SUMMER SESSION # 2 \_\_2016\_\_ On-Campus Course Offering (Updated 14-May-2015)

ENGLISH

COURSE NUMBER	COURSE TITLE	CR	INSTRUCTOR

HEALTH

COURSE NUMBER	COURSE TITLE	CR	INSTRUCTOR

BUSINESS

COURSE NUMBER	COURSE TITLE	CR	INSTRUCTOR

PSYCHOLOGY

COURSE NUMBER	COURSE TITLE	CR	INSTRUCTOR
PSYC180	Dealing with your Mind	3	Kelvin NG

GENERAL EDUCATION

COURSE NUMBER	COURSE TITLE	CR	INSTRUCTOR

RELIGION

COURSE NUMBER	COURSE TITLE	CR	INSTRUCTOR

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

## COURSE DESCRIPTIONS

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

- AU**      **Courses offered for credit in the Andrews University affiliation programs**
- GU**      **Courses offered for credit in the Griggs University affiliation Bachelor of Science in Business Management program**
- HKAC**    **Courses offered for credit in the HKEDB programs registered though not accredited**

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credits For</u>
<b>ACCT211</b>	<b>Principles of Accounting I (3)</b> Study of accounting concepts and procedures required in the accumulation and presentation of data needed by management for decision making. Includes study of the accounting cycle, balance sheet, income statement, basic accounting principles including discussion of ethics, internal control, and accounting for assets and current liabilities. [Equivalent to ACCT121]	<b>GU</b>
<b>ACCT212</b>	<b>Principles of Accounting II (3)</b> Accounting for partnerships and corporations. Financial reporting and financial statement analysis. Basic introductory managerial accounting. <u>Prerequisite:</u> ACCT211 [Equivalent to ACCT122]	<b>GU</b>
<b>ACCT305</b>	<b>Cost and Managerial Accounting (3)</b> 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	<b>GU</b>
<b>ANTH200</b>	<b>Cultural Anthropology (3)</b> Comparative study of human diversity and of ways of being human. The concept of culture and ethnography as the primary tool of cultural anthropological research. Salient features of tribal communities, state level policies, and modern network society. Globalization and its social, economic, and environmental consequences. Understanding "ourselves" and those we call "others."	<b>AU HKAC</b>

COURSE DESCRIPTION

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credits For</u>
<b>ARTH220</b>	<b>Language of Art (3)</b> Presents the elements of visual language and studies them in relationship to images of famous paintings, sculptures, and contemporary advertisements.	<b>AU HKAC</b>
<b>BHSC100</b>	<b>Philosophy of Service (2)</b> Provides a theoretical and practical basis for understanding and meeting needs of communities and individuals. Course materials include works from Christian and secular sources. Students develop an individualized practical plan to understand and meet needs. Does not apply to a major or minor.	<b>AU HKAC</b>
<b>BHSC220</b>	<b>Interdisciplinary Approach to Contemporary Social Issues (3)</b> Issues may include drug abuse, the family, crime/violence and punishment, 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.	<b>AU HKAC</b>
<b>BHSC230</b>	<b>Research Methods I: Statistics for Behavioral Sciences (3)</b> 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.	<b>AU</b>
<b>BHSC235</b>	<b>Culture, Place and Independence (3)</b> 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.	<b>AU</b>
<b>BHSC300</b>	<b>Philosophy of Service Fieldwork (1-2)</b> 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	<b>AU HKAC</b>
<b>BHSC440</b>	<b>Topics in _____ (1-3)</b> 001 – Families in Crisis Examines emerging issues in the behavioral sciences. Repeatable in different specialized areas.	<b>AU</b>
<b>BHSC450</b>	<b>Community Health &amp; Human Disease (3)</b> Examines in-depth emerging issues in the behavioral sciences. May be repeated in different specialized areas.	<b>AU</b>



COURSE DESCRIPTION

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credits For</u>
<b>BIBL211</b>	<b>Elementary Greek I (3)</b> Elements of Grammar of the Koine Greek of the New Testament, including vocabulary, translation, and reading. Weekly lab required.	<b>AU HKAC</b>
<b>BIBL212</b>	<b>Elementary Greek II (3)</b> Instruction in intermediate grammar and reading of selected portions of the New Testament. Weekly lab required. <u>Prerequisite:</u> BIBL211.	<b>AU HKAC</b>
<b>BIBL311</b>	<b>Intermediate Greek I (3)</b> Syntax of the Koine Greek New Testament including practical application. Weekly lab required. <u>Prerequisite:</u> BIBL212.	<b>AU HKAC</b>
<b>BIBL312</b>	<b>Intermediate Greek II (3)</b> Application of the principles of the koine Greek grammar and syntax to the exegesis of selected passages from the Greek New Testament. Emphasis placed upon practical and scholarly application of the text. <u>Prerequisite:</u> BIBL311 and RELB115.	<b>AU HKAC</b>
<b>BIOL100</b>	<b>Human Biology (4)</b> 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.	<b>AU HKAC</b>
<b>BIOL101</b>	<b>General Biology I (3)</b>	<b>AU</b>
<b>BIOL102</b>	<b>General Biology II (3)</b> 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.	<b>AU</b>
<b>BIOL221</b>	<b>Anatomy &amp; Physiology I (4)</b> Addressing the structure and function of the human organism. Surveys introductory biological chemistry, cell biology, histology, and the structure, function, and control of the integumentary, skeletal, muscular, nervous, and sensory systems. Does not apply to a major or minor. (3 lectures and a 3-hour lab)	<b>AU HKAC</b>
<b>BIOL222</b>	<b>Anatomy &amp; Physiology II (4)</b> Addressing the structure and function of the human organism. Surveys the structure, function, and control of the endocrine, cardiovascular, circulatory, respiratory, urinary, digestive and reproductive systems. Does not apply to a major or minor. (3 lectures and a 3-hour lab)	<b>AU HKAC</b>

COURSE DESCRIPTION

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credits For</u>
<b>BSAD355</b>	<b>Management and Organization (3)</b> 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.	<b>AU</b>
<b>BUAD246</b>	<b>Business Research and Communication (3)</b> Designed to enhance research and writing skills and to help the student develop competency in writing business communications. <u>Prerequisite:</u> ENGL102	<b>GU</b>
<b>BUAD315</b>	<b>Quantitative Methods (3)</b> Quantitative Methods is a study of the business decision-making process and the application of linear equations, linear programming, matrix algebra, probability, minimization and maximization problems, game theory, PERT, inventory models, and forecasting. <u>Prerequisite:</u> MATH110	<b>GU</b>
<b>BUAD375</b>	<b>Business Law I (4)</b> A survey course designed to introduce legal topics and concepts that can and will affect you throughout both your personal and business lives. You will explore the legal environment, torts, business crimes, contracts, property and estate planning.	<b>GU</b>
<b>CHEM100</b>	<b>Consumer Chemistry (4)</b> 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.	<b>AU HKAC</b>
<b>CHEM131</b>	<b>General Chemistry I (4)</b> 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	<b>AU HKAC</b>

COURSE DESCRIPTION

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credits For</u>
<b>CHEM132</b>	<b>General Chemistry II (4)</b> 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	<b>AU HKAC</b>
<b>CHIN207</b>	<b>Practical Chinese Writing (3)</b> This course explores the various literary styles of Chinese writings and analyzes the different rhetorical devices employed in Chinese literature. It is designed to enrich student's Chinese knowledge in order to enhance their abilities in composition and official letter writing; to proofread their writings and correct their speaking; to polish their Mandarin and Cantonese oral communication; to broaden their readings in both the ancient and modern materials; to be able to review as many literary materials as they can. Students will be assessed in terms of tests, discussions, presentations, assignments, and examination or a term paper of not less than 3000 words. (Chinese Language Medium) [ Equivalent to INLS207 ]	<b>AU HKAC</b>
<b>COMM104</b>	<b>Communication Skills (3)</b> 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.	<b>AU HKAC</b>
<b>COMM105</b>	<b>Introduction to Human Communication (3)</b> 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.	<b>GU</b>
<b>COMM320</b>	<b>Interpersonal Communication (3)</b> Emphasis is placed on interpersonal skills for the workplace. Students examine components of interpersonal communication such as listening, perception, managing conflict, etc., and then apply specific strategies to build relationships.	<b>AU HKAC</b>
<b>CPTR105</b>	<b>Introduction to Computers (3)</b> 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 ]	<b>GU</b>

COURSE DESCRIPTION

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credits For</u>
<b>ECON225</b>	<b>Principles of Macroeconomics (3)</b> 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 ]	<b>AU HKAC</b>
<b>ECON226</b>	<b>Principles of Microeconomics (3)</b> Explores theories currently used to explain how people choose what to consume and produce with analysis extended to well-defined groups such as business firms; also explores the phenomenon called “market” with its prices and the way people react to them. Algebra used extensively. [ Equivalent to ECON266 ]	<b>AU HKAC</b>
<b>ECON265</b>	<b>Principles of Economics I – Macro (3)</b> 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 ]	<b>GU</b>
<b>ECON266</b>	<b>Principles of Economics II – Micro (3)</b> 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 ]	<b>GU</b>
<b>EDUC108</b>	<b>Service Education (0)</b> This practical course is designed to provide students the opportunity to serve the community while in pursuance of their academic undertaking. Students will learn the value of work through voluntary service, teamwork, work ethics, responsibility, reliability, cooperation, and trust in God. This is a mandatory course for all students regardless of their major. May be repeated until the minimum of 40 hours is fulfilled.	<b>HKAC</b>
<b>ENGL101</b>	<b>Composition (3)</b> 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.	<b>GU</b>
<b>ENGL102</b>	<b>Research and Literature (3)</b> A study of poetry, short stories, drama, and the process of writing a research paper. <b>A paper is required.</b>	<b>GU</b>

COURSE DESCRIPTION

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credits For</u>
<b>ENGL111</b>	<b>Grammar for Business (3)</b> This course is designed to help business students improve their communication skills in real and simulated business environments. It covers grammar from tenses to clauses appropriate to different situations in interpersonal communication.	<b>HKAC</b>
<b>ENGL115</b>	<b>English Composition I (3)</b> 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> IELT 6.0; iBT 80; HKCEE level 4; HKALE D; HKDSE Level 3	<b>AU HKAC</b>
<b>ENGL121</b>	<b>English for Business Purposes (3)</b> This course is designed towards helping business students appropriately address various business correspondences and situations. Coverage includes business terminologies, business letters, meetings, and various business related activities. [ Equivalent to ENGL115 ]	<b>HKAC</b>
<b>ENGL204</b>	<b>Introduction to Literature (3)</b> 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 English Composition I	<b>HKAC</b>
<b>ENGL214</b>	<b>Business Research Writing (3)</b> 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 Communication Skills, ENGL121 English for Business Purposes	<b>HKAC</b>
<b>ENGL215</b>	<b>English Composition II (3)</b> 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 English Composition I and completion of 24 college credits	<b>AU HKAC</b>

COURSE DESCRIPTION

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credits For</u>
<b>ENGL255</b>	<b>Studies in Literature (3)</b> 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	<b>AU HKAC</b>
<b>FDNT230</b>	<b>Nutrition (3)</b> 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 ]	<b>AU HKAC</b>
<b>FDNT240</b>	<b>Nutrition Laboratory (1)</b> Discovering principles of nutrition science in the laboratory. A weekly 3-hour lab. Required for those students needing life science general education credit.	<b>AU HKAC</b>
<b>FDNT448</b>	<b>Nutrition and Wellness (3)</b> 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	<b>AU HKAC</b>
<b>FDNT460</b>	<b>Seminar (1)</b> Review of contemporary issues and /or current literature in nutrition. Repeatable to 3 credits.	<b>AU</b>
<b>FDNT498</b>	<b>Research Methods (2)</b> A study of research methodology, survey methods, and applied statistics as they relate to dietetics.	<b>AU</b>
<b>FNCE290</b>	<b>Business Finance (3)</b> 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	<b>GU</b>
<b>FTES116</b>	<b>Weight Control (1)</b> 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.	<b>AU HKAC</b>

COURSE DESCRIPTION

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credits For</u>
FTES210	<b>Personal Fitness Plan (1)</b> A study of basic-fitness concepts and principles in conjunction with a personalized exercise program for physical fitness. Weekly independent workouts are required.	<b>AU HKAC</b>
FTES214	<b>Weight Training and Conditioning (1)</b> 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.	<b>AU</b>
FTES305	<b>Current Concepts and Applications in Physical Fitness (3)</b> 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.	<b>AU</b>
FTES330	<b>Outdoor Adventure (1)</b> 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.	<b>AU HKAC</b>
FTES355	<b>Methods of Fitness Instruction (3)</b> A course providing knowledge and practical application for instructing safe and effective exercise programming for apparently healthy individuals. Teaching and evaluating of a variety of individual and group exercise sessions including several different types of physical activities. <u>Prerequisite:</u> FTES305	<b>AU</b>
FTES465	<b>Exercise Physiology (4)</b> 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 , 221, 222 or equivalent	<b>AU HKAC</b>
FTES495	<b>Independent Study / Reading / Research / Project / Internship (1-4)</b> <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.  <i>Independent Project:</i> Practical or creative experience or project in consultation with instructor. Permission required from the instructor and Department Chair.	<b>AU HKAC</b>

COURSE DESCRIPTION

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credits For</u>
FTES495	<b>Independent Study / Reading / Research / Project / Internship (1-4)</b> Thirty hours of involvement required for each credit. Contract of proposed activity required. Repeatable to 4 credits in each area.  <i>Internship:</i> 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.	
HIST114	<b>Chinese History &amp; Culture I (3)</b> A study of Chinese history and culture from antiquity to the Ming Dynasty. (Chinese Language medium)	<b>AU HKAC</b>
HIST115	<b>Chinese History &amp; Culture II (3)</b> A study of Chinese history and culture from Qing Dynasty to the present. (Chinese Language medium)	<b>AU HKAC</b>
HIST117	<b>Civilizations and Ideas I (3)</b> 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 ]	<b>AU HKAC</b>
HIST118	<b>Civilizations and Ideas II (3)</b> 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 ]	<b>AU HKAC</b>
HIST125	<b>History of World Civilizations I (3)</b> 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 ]	<b>GU</b>
HIST126	<b>History of World Civilizations II (3)</b> 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 ]	<b>GU</b>



COURSE DESCRIPTION

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credits For</u>
<b>HLED120</b>	<b>Fit and Well (1)</b> A balanced up-to-date coverage of all critical areas of wellness including physical fitness, nutrition, weight management and stress, as well as the principles of health according to the Bible and Ellen G. White. Practical tools will be given to help adopt and model healthier lifestyles.	<b>AU HKAC</b>
<b>HLED 210</b>	<b>Philosophy of Health (3)</b> The Biblical basis of health. A study of the historical development and basis of the health message in the Seventh Day Adventist church. The role of health promotion in current society.	<b>AU HKAC</b>
<b>HLED380</b>	<b>Natural Therapies (3)</b> The study of simple natural therapeutic remedies, including massage, hydrotherapy, and herbal therapies.	<b>AU HKAC</b>
<b>HLED445</b>	<b>Consumer Health (2)</b> An analysis of the various fads in society today, and the methods and techniques used by promoters of health care products and services. A study of ways in which consumers are vulnerable to certain health claims and scams, and the protection provided to the consumer by governmental agencies.	<b>AU HKAC</b>
<b>HLED480</b>	<b>Wellness Programs (3)</b> Learning the steps of needs assessment of a community, planning a program, conducting a health promotion program while utilizing the resources of the community, and program evaluation. Two lectures per week and a third hour each week.	<b>AU HKAC</b>
<b>INFS110</b>	<b>Introductory Computer Tools (3)</b> 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 work processing and keyboarding skill of 20 wpm.	<b>AU</b>
<b>INFS215</b>	<b>Information System Theory &amp; Application (3)</b> Focuses on extending the students' skills in applications and explores information systems theory. Applications include advanced spreadsheet, PC database usage, and the development of interactive web pages. Students also gain an understanding of organizational systems, planning, the decision process, and decision support technologies. [ Equivalent to BSAD215 ] <u>Prerequisite:</u> INFS110	<b>AU</b>

COURSE DESCRIPTION

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credits For</u>
INLS121	<b>Beginning Mandarin I (4)</b>	<b>AU HKAC</b>
INLS122	<b>Beginning Mandarin II (4)</b> A beginning course in Mandarin with emphasis on the fundamentals of pronunciation, structure, and conversation skills. (Chinese language/Mandarin medium)	<b>AU HKAC</b>
INLS205	<b>Introduction to Chinese Literature (3)</b> 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)	<b>AU HKAC</b>
INLS207	<b>Practical Chinese Writing (3)</b> 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)	<b>AU</b>
INLS235	<b>Intermediate Mandarin (4)</b> 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).	<b>AU HKAC</b>
MATH110	<b>Probability and Statistics (4)</b> 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.	<b>GU</b>
MATH 145	<b>Reasoning with Functions (3)</b> 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.	<b>AU HKAC</b>
MATH165	<b>College Algebra (3)</b> A study in linear equations and inequalities; algebraic, logarithmic, and exponential functions; polynomials and complex numbers. Includes applications in business and science.	<b>AU GU HKAC</b>

COURSE DESCRIPTION

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credits For</u>
<b>MATH166</b>	<b>Pre-calculus Algebra (3)</b> Equations and inequalities; algebraic, logarithmic, exponential, polynomial, and rational functions, complex numbers; and selected topics. Fulfills the General Education Mathematics reasoning requirement.	<b>AU HKAC</b>
<b>MGMT330</b>	<b>Principles of Management (3)</b> 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.	<b>GU</b>
<b>MGMT333</b>	<b>Personnel Management (3)</b> The principles, methods, and practices of administering a personnel program for the business organization.	<b>GU</b>
<b>MGMT335</b>	<b>Management Structures in the Business Organization (3)</b> 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.	<b>GU</b>
<b>MGMT485</b>	<b>Business Strategy and Policy (3)</b> The case method is used to analyze policies, problems, and strategy formulation of the functional areas of the organization.	<b>GU</b>
<b>MKTG210</b>	<b>Principles of Marketing (3)</b> 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 ]	<b>GU</b>
<b>MKTG310</b>	<b>Principles of Marketing (3)</b> 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 ]	<b>AU HKAC</b>
<b>MGMT380</b>	<b>Managerial Skills Assessment (3)</b> In order to integrate managerial functions and skills from past experience with the diagnosis of problems in the future, a variety of evaluative and assessing tools is used to provide individual feedback. A learning portfolio is developed to document and organize experiences that demonstrate the student's ability to apply significant managerial concepts such as organizing, planning, coordinating, supervising, and administrating. An overview of the style recommended for research papers is included. <b>A project/paper is required.</b>	<b>GU</b>

COURSE DESCRIPTION

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credits For</u>
<b>MUHL204</b>	<b>Music Appreciation (3)</b> 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 ]	<b>GU</b>
<b>MUHL214</b>	<b>Enjoyment of Music (3)</b> 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 ]	<b>AU HKAC</b>
<b>MUPF170</b>	<b>Applied Music – Freshman (1)</b>	<b>AU HKAC</b>
<b>MUPF270</b>	<b>Applied Music – Sophomore (1)</b>	<b>AU HKAC</b>
<b>MUPF370</b>	<b>Applied Music – Junior (1)</b>	<b>AU HKAC</b>
<b>MUPF470</b>	<b>Applied Music – Senior (1)</b> The private study of the performance repertoire and technique of the given instrument or voice and the study of performance-related skills. Repertoire study includes solo and concerted works. Technical study includes scales and arpeggios, technical exercises appropriate to the performance medium, excerpts (where appropriate) and etudes. Performance-related skills study includes the development of basic-level skills in improvisation and the study of sight-reading. These courses do not apply to music major	<b>AU HKAC</b>
<b>MUPF329</b>	<b>Ensemble (1)</b> Ensembles seek to expand the intellectual, psychological and spiritual horizons of the students.	<b>AU HKAC</b>
<b>MUPF337</b>	<b>Choir (1)</b> Serves as a means of facilitating the enjoyment and practice of the musical process through choral singing activities.	<b>AU HKAC</b>
<b>PEAC130</b>	<b>Special Activity (1)</b> Special areas beyond normally offered courses: Cardinal Athletics, personalized fitness activities, horseback riding. Repeatable in different areas.	<b>AU HKAC</b>
<b>PHIL224</b>	<b>Introduction to Philosophy (3)</b> An introduction to basic philosophical issues, including the relationship of faith and reason, epistemology, the mind-body problem, determinism and free will, and ethics.	<b>AU GU HKAC</b>

COURSE DESCRIPTION

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credits For</u>
<b>PETH465</b>	<b>Exercise Physiology (4)</b> Study of the body's physiological response to exercise. Three lectures per week plus 3-hour lab. [ Identical to FTES465 ] <u>Prerequisites:</u> BIOL111, 112 or equivalent	<b>AU</b>
<b>PHYS110</b>	<b>Astronomy (4)</b> 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	<b>AU HKAC</b>
<b>PHYS115</b>	<b>Concepts of Physics (4)</b> 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 <sup>st</sup> century applications. Meets the 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	<b>AU GU HKAC</b>
<b>PHYS141</b>	<b>General Physics I (4)</b>	<b>AU HKAC</b>
<b>PHYS142</b>	<b>General Physics II (4)</b> 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	<b>AU HKAC</b>
<b>PHYS150</b>	<b>Descriptive Astronomy (4)</b> 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	<b>GU</b>
<b>PSYC101</b>	<b>Introduction to Psychology (3)</b> Principles of psychology including the study of growth, perception, learning, thinking, motivation, emotion, personality, and mental health. [ Equivalent to PHYC105]	<b>AU HKAC</b>

COURSE DESCRIPTION

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credits For</u>
<b>PSYC105</b>	<b>Introduction to Psychology (3)</b> The basic principles and concepts in psychology, including the principles of motivation, learning, and perception. Designed to introduce college students to the history, development, and present scope of psychology. A prerequisite for all other courses in psychology. [ Equivalent to PSYC101 ]	<b>GU</b>
<b>PSYC180</b>	<b>Dealing with Your Mind (3)</b> 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.	<b>AU</b>
<b>PSYC204</b>	<b>Personal, Social and Career Development (3)</b> 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.	<b>AU</b>
<b>PSCY210</b>	<b>Introduction to Health Psychology (3)</b> 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	<b>AU</b>
<b>PSYC220</b>	<b>Human Development – Lifespan (3)</b> 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	<b>AU</b>
<b>PSYC252</b>	<b>The Psychology of Adolescence, Youth and Aging (3)</b> 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	<b>AU</b>
<b>PSYC269</b>	<b>History and Systems of Psychology (3)</b> A study of significant schools, individuals, and theories in the field of psychology, together with their contributions to the present knowledge of behavior. <u>Prerequisite:</u> PSYC101	<b>AU</b>

COURSE DESCRIPTION

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credits For</u>
<b>PSYC315</b>	<b>Organization and Human Resources (3)</b> 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.	<b>AU</b>
<b>PSYC319</b>	<b>Stress Management (3)</b> 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.	<b>AU HKAC</b>
<b>PSYC364</b>	<b>Learning &amp; Behavior (3)</b> 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	<b>AU</b>
<b>PSYC410</b>	<b>Introduction to Theories in Counseling and Psychotherapy (3)</b> 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	<b>AU</b>
<b>PSYC420</b>	<b>Human Sexuality (2-3)</b> A study of the multiple aspects of sexuality within a framework of Christian values.	<b>AU</b>
<b>PSYC432</b>	<b>Research Methods II: Introduction (3)</b> 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	<b>AU</b>

COURSE DESCRIPTION

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credits For</u>
<b>PSYC433</b>	<b>Research Methods III: Advanced Research Design-Experimental and Survey (3)</b> 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	<b>AU</b>
<b>PSYC434</b>	<b>Research Methods IV: Advanced Statistical Analysis and SPSS (3)</b> 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	<b>AU</b>
<b>PSYC438</b>	<b>Workshop (1-3)</b> 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.	<b>AU</b>
<b>PSYC445</b>	<b>Cognitive Psychology (3)</b> 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 Introduction to Psychology	<b>AU</b>
<b>PSYC450</b>	<b>Social Psychology (3)</b> 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 Introduction to Psychology and two other behavioral science courses	<b>AU</b>
<b>PSYC454</b>	<b>Theories of Personality (3)</b> Integrates sub-fields of psychology to enhance understanding of individual personality. <u>Prerequisite:</u> PSYC101 Introduction to Psychology	<b>AU</b>
<b>PSYC460</b>	<b>Psychology of Abnormal Behavior (3)</b> A study of deviant human behaviors and theories of causation and remediation. <u>Prerequisite:</u> PSYC101 Introduction to Psychology	<b>AU</b>



COURSE DESCRIPTION

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credits For</u>
<b>PSYC465</b>	<b>Physiological Psychology (3)</b> 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 Introduction to Psychology	<b>AU</b>
<b>PSYC466</b>	<b>Psychology of the Exceptional Child (3)</b> 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 Introduction to Psychology	<b>AU</b>
<b>PSYC471</b>	<b>Behavior Modification (3)</b> 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 Introduction to Psychology	<b>AU</b>
<b>PSYC480</b>	<b>Field Experience (1-8)</b> 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.	<b>AU</b>
<b>PSYC486</b>	<b>Psychological Assessment (3)</b> 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 Introduction to Psychology, BHSC230 Research Methods I, or STAT285 Elementary Statistics.	<b>AU</b>
<b>PSYC495</b>	<b>Independent Study/Readings/Research/Project in Psychology (1-3)</b> 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.	<b>AU</b>
<b>RELB110</b>	<b>Biblical Backgrounds (3)</b> Archaeological, cultural, geographical, and historical backgrounds of the Old and New Testaments.	<b>AU HKAC</b>

COURSE DESCRIPTION

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credits For</u>
<b>RELB160</b>	<b>Jesus and the Gospels (3)</b> 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	<b>GU</b>
<b>RELB115</b>	<b>Hermeneutics (3)</b> 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.	<b>AU HKAC</b>
<b>RELB210</b>	<b>Jesus in His Time and Ours (3)</b> 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	<b>AU HKAC</b>
<b>RELB214</b>	<b>Law and Writings of the Old Testament (4)</b> An introduction to The Pentateuch and the "Writings" (historical books, Psalms, and wisdom literature).	<b>AU HKAC</b>
<b>RELB335</b>	<b>Acts and Epistles (4)</b> 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.	<b>AU HKAC</b>
<b>RELB406</b>	<b>Studies in Daniel and Revelation (4)</b> Study of the background, content, and construction of these biblical books with emphasis upon the interpretation of prophecy, apocalyptic imagery, and symbols.	<b>AU HKAC</b>
<b>RELB476</b>	<b>Prophets of Israel (4)</b> Includes the history of prophecy, the pre-writing prophetic figures, and the books of the writing prophets. Research paper may be required.	<b>AU HKAC</b>
<b>RELG360</b>	<b>Topics in Religion (1-3)</b> 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.	<b>AU HKAC</b>
<b>RELB330</b>	<b>History of Christianity in Asia (2)</b> 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.	<b>AU HKAC</b>

COURSE DESCRIPTION

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credits For</u>
<b>RELH316</b>	<b>History of the Christian Church I (2)</b> 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	<b>AU HKAC</b>
<b>RELH400</b>	<b>SDA History and Prophetic Heritage (3)</b> 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.	<b>AU HKAC</b>
<b>REL233</b>	<b>Cross-cultural Ministry (3)</b> 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.	<b>AU HKAC</b>
<b>REL200</b>	<b>Pastoral Practicum (0)</b> 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.  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.	<b>AU HKAC</b>
<b>REL233</b>	<b>Homiletics –Introduction to Preaching (2)</b> 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.	<b>AU HKAC</b>

COURSE DESCRIPTION

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credits For</u>
<b>RELP336</b>	<b>Homiletics – Expository Preaching (1)</b> 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	<b>AU HKAC</b>
<b>RELP337</b>	<b>Homiletics – Contextualized Preaching (1)</b> 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	<b>AU HKAC</b>
<b>RELP441</b>	<b>Introduction to Pastoral Ministry (2)</b> A study of the minister as a leader of worship, as a nurturing pastor, as an administrator of the church, and as an evangelist.	<b>AU HKAC</b>
<b>RELP442</b>	<b>Introduction to Church Leadership (2)</b> A study of the principles of leadership as applied to pastoral ministry.	<b>AU HKAC</b>
<b>RELT100</b>	<b>God and Human Life (3)</b> 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.	<b>AU GU HKAC</b>
<b>RELT225</b>	<b>Doctrines of the Adventist Faith (3)</b> 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 God and Human Life	<b>AU HKAC</b>
<b>RELT226</b>	<b>Advanced Adventist Theology (3)</b> 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.	<b>AU HKAC</b>

COURSE DESCRIPTION

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credits For</u>
<b>RELT250</b>	<b>Personal Spirituality and Faith (3)</b> 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 God and Human Life	<b>AU HKAC</b>
<b>RELT250</b>	<b>Principles of Christian Faith (3)</b> An intensive topical study of the Bible truths that form the foundation and structure of Christian belief as understood by Seventh day Adventists. <u>Suggested background:</u> Secondary Bible, RELB101 and RELB102, or equivalent	<b>GU</b>
<b>RELT255</b>	<b>Church Leadership and Management (3)</b> 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.	<b>GU</b>
<b>RELT280</b>	<b>Moral Issues in World Religions (3)</b> 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.	<b>GU</b>
<b>RELT303</b>	<b>Personal and Church Finance (3)</b> 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.	<b>GU</b>
<b>RELT308</b>	<b>Gift of Prophecy (3)</b> 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.	<b>AU HKAC</b>
<b>RELT320</b>	<b>Personal Evangelism (3)</b> 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.	<b>GU</b>

COURSE DESCRIPTION

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credits For</u>
<b>RELT340</b>	<b>Religion and Ethics in Modern Society (3)</b> 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 God and Human Life	<b>AU HKAC</b>
<b>RELT385</b>	<b>Christian Ethics and Modern Society (3)</b> Designed to aid students in applying the principles of Christianity to the ethical issues of modern society.	<b>GU</b>
<b>SOCI105</b>	<b>General Sociology (3)</b> A general introduction to the basic forms of human association and interaction dealing with the social processes, institutions, culture, and personality development.	<b>GU</b>
<b>SOCI119</b>	<b>Principles of Sociology (3)</b> 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.	<b>AU HKAC</b>
<b>SOCI415</b>	<b>Substance Abuse (2)</b> An overview of substance-use terminology, historical issues, definitions, epidemiology, consequences, and drugs of abuse within an American cultural and historical framework.	<b>AU HKAC</b>

## REMEDIAL COURSE DESCRIPTIONS

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

COURSE DESCRIPTION

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credits For</u>
ENSL075	<b>Introduction to Grammar (4)</b> 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.	<b>HKAC</b>
ENSL080	<b>Comprehensive English I (6)</b>	<b>HKAC</b>
ENSL081	<b>Comprehensive English II (6)</b> This course is designed to provide personal development and training in all aspects of English communication especially reading and writing, and preparing students for entry to further language study requiring advanced English language capability. These are sequential courses so students may not register directly to level II.	<b>HKAC</b>
ENSL090	<b>Proficiency English I (4)</b>	<b>HKAC</b>
ENSL091	<b>Proficiency English II (4)*</b> This course is designed to provide personal development and higher training in all aspects of English communication especially reading and writing, and preparing students for entry to further tertiary study requiring advance English language capability. These are sequential courses so students may not register directly to level II. <u>Prerequisite:</u> For ENSL090 - IELTS 5.5 or iBT 61 – 78 ; For ENSL091- Completion of ENSL090 with at least a D grade.	<b>HKAC</b>
ENSL095	<b>Reading Comprehension (4)</b> This course is designed to guide students in understanding how to read a variety of texts and identify any inferred messages. The course will explore the components of texts and their genre. Student will also learn the SQ3R approach to reading.	<b>HKAC</b>
ENSL096	<b>English Writing (4)</b> 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.	<b>HKAC</b>



**DIPLOMA IN PRE-UNIVERSITY STUDIES COURSE DESCRIPTIONS****CORE COURSES****ARTD040 Creative and Performance Arts I (2)**

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

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

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

**BHSC040 Life Skills I (2)**

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

**BHSC041 Life Skills II (2)**

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

**CHIN040 Foundation Chinese I (3)**

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

## COURSE DESCRIPTION

**CHIN041 Foundation Chinese II (3)**  
本課程學習內容可概括為閱讀、寫作、聆聽、說話、文學、中華文化、品德情意、思維和語文自學等學習範疇。課程以單元為單位，透過不同的學習活動，融通各項學習範疇，讓學生掌握有關的學習重點。教學活動以讀寫聽說為主導，結合不同生活情境，讓學生養成自學的能力，全面提升語文素養。

**CNCS040 Introduction to Chinese for Non-Chinese Speaker I (3)**  
**CNCS041 Introduction to Chinese for Non-Chinese Speaker II (3)**  
This course is designed for students with no or with very limited background in Chinese language. The primary focus is on conversational skills with emphasis on competence and accuracy. Students will learn listening and speaking skills using creative approaches including song and drama presentations in addition to class lectures. Basic Chinese culture, customs, and traditions are also covered.

**ENGL040 Advanced English I (6)**  
**ENGL041 Advanced English II (6)**  
This course is designed to equip students with the necessary language skills to pursue their studies at the tertiary level as well as for basic communication required for entry-level jobs. Coverage include writing, reading, grammar, listening, and speaking appropriate for academic and business purposes.

**INFS040 Computer Technology I (1)**  
**INFS041 Computer Technology II (1)**  
This module aims to help students develop and secure the attitudes, skills, and knowledge needed to live, learn, and work effectively in today's technological society.

This module exposes students to experience, enjoy, value, understand and appreciate the role of computer technology in human affairs.

After successful completion of the module students are expected to be able to use current technology as a tool for organization, communication, research, and problem solving.

The module will widen the students' awareness of the range of disciplines in the field of computing science to facilitate their choice of degree and career paths. It also aims to develop students' abilities to become autonomous learners and so be prepared for associate and baccalaureate programs.

**MATH040 Mathematics Competences I (2)**  
**MATH041 Mathematics Competences II (2)**  
The module aims at establishing a common level of math skills for all students, smoothing out their individual entry levels.

Mathematics Competencies provides students the opportunity to study traditional topics from algebra, geometry, probability, and statistics in a problem-centered, connected approach in preparation for associate and baccalaureate programs.

## COURSE DESCRIPTION

**PEAC040 Physical Education I (1)**

**PEAC041 Physical Education II (1)**

To teach students basic fitness principles, theories, and sport skills through physical activities.

**RELG040 Religion and Ethics I (2)**

This course is an introduction to major world religions and contemporary expressions of their faith. It aims to bring understanding of how major religions implement their beliefs with reference to the current ethical issues of the modern society. It is to help students more easily accept differences.

**RELG041 Religion and Ethics II (2)**

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

## ELECTIVES

**BSAD040 Business I (5)**

This course aims to provide students with an understanding of the business environment and business activities. Students will learn about the dynamics of business and economics, business ethics and social responsibility, business in a borderless world, options for organizing businesses, small business management and the nature of management.

**BSAD041 Business II (5)**

This course aims to provide students with an understanding of the business environment and business activities. Students will learn basic concepts and applications in the areas of human resources management, marketing, accounting and finances.

**HLED040 Health Science I (5)**

**HLED041 Health Science II (5)**

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

## COURSE DESCRIPTION

### **PSYC040**

#### **Psychology I (5)**

This is an introduction to the fundamental principles of psychology, a scientific study of human behavioral and mental processes. Focuses will be put on the basic research, major theories, and applications of concepts to personal and social issues in daily lives.

By the end of this course, students will have basic understanding of theories and research in psychology and knowledge of the difference between psychology the science and the common understanding of psychology as found in the media. More importantly, students will be able to appreciate the relevance of psychology in everyday life, and gain a better understanding and acceptance of self and others.

### **PSYC041**

#### **Psychology II (5)**

This is an introduction to the fundamental principles of psychology, a scientific study of human behavioral and mental processes. Focuses will be put on the basic research, major theories, and applications of concepts to personal and social issues in daily lives.

By the end of this course, students will have basic understanding of theories and research in psychology and knowledge of the difference between psychology the science and the common understanding of psychology as found in the media. Students will also be able to develop basic skills of analysis and evaluate psychological theories and research. More importantly, students will be able to appreciate the relevance of psychology in everyday life, and gain a better understanding and acceptance of self and others.

# 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**

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LEE, George	
TAM Wai Ming, Frank	Principal, Hong Kong Adventist Academy
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WU Nga Fun, Verna	* Education Director, Chinese Union Mission
YEUNG Ming Lai, Frank	* CEO, Adventist Health Hong Kong
YU Cheong Ning, Lawrence	* Principal, Tai Po Sam Yuk Secondary School
YOUNG Chien Ming, Enoch	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

## **MANAGERIAL PERSONNEL**

### **ADMINISTRATION**

#### **President**

*CHUAH Kim Liang, Samuel*

#### **Academic Dean**

*LIANG Onn*

#### **Business Manager**

*YEUNG Pak Nin, Hosea*

#### **Dean of Students**

*CHAN Siu Yung, Bervinda*

### **ACADEMIC ADMINISTRATION DEPARTMENT CHAIRS**

#### **Business**

*YA'ANG, Henry*

#### **English / General Education**

*CHUA Shian Wee, Simon*

#### **Health**

*CHOW-PAK Yu, Charlene*

#### **Psychology**

*WONG-KO Chung Chi, Priscilla*

#### **Religion**

*BROUWER, Leendert*

### **ACADEMIC ADMINISTRATIVE ASSISTANT**

#### **Registrar**

*YA'ANG, Henry*

#### **Librarian**

*MA Kit Ming, Katerina (Acting)*

## **HKAC & AU AFFILIATION PROGRAM**

**Director of Off-campus Programs**  
**Andrews University**  
*SHAYER, Denise*

**Director of Affiliation**  
**Hong Kong Adventist College**  
*CHUAH Kim Liang, Samuel*

## **HKAC & GU AFFILIATION PROGRAM**

**Dean of Affiliation and Extension Programs**  
**Andrews University**  
*SHAYER, Denise*

**Director of Affiliation**  
**Hong Kong Adventist College**  
*CHUAH Kim Liang, Samuel*

## **STUDENT SERVICES**

**Chaplain**  
*SEO Sekwang, Ben*

### **Student Life**

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

**Dormitory Dean**  
*WANG Xiao Hong, Sherry*  
*CHUAH Tsi Li, Jeriel (Assistant Dean)*  
*HONG Mei, Jean (Assistant Dean)*

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

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



## INSTRUCTIONAL FACULTY

### **ANG Yat Yau**

Assistant Professor (Religion), 2015 – present

Bachelor of Science in Business Administration,  
Management

Master of Science in Software Engineering

Master of Health Administration

Doctor of Ministry, Global Mission and Leadership

Walla Walla University (United States), 1990

Andrews University (United States), 1994

Loma Linda University (United States), 1997

Andrews University (United States), 2007

### **BROUWER, Leendert**

Assistant Professor (Religion), 2013 – present

Bachelor of Science, Civil Engineering

Master of Arts, Religion, Old Testament

Doctorandus Theologie: Missiology

Hogeschool, The Hague (Netherlands), 1982

Andrews University (United States), 1990

University of Leiden (Netherlands), 1992

### **BROUWER, Mary Louise**

Instructor (Religion), 2013 – present

Bachelor of Arts, Communication & Behavioral  
Sciences

Master of Public Health in Administration

Honours Bachelor of Theology in Christian  
Spirituality

Andrews University (United States), 1992

Loma Linda University (United States), 2000

University of South Africa, 2010

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

Assistant Professor (Health & English), 2002 – present

Diploma of Applied Science in Nursing

Bachelor of Nursing

Master of Nursing

Master of Arts in English Language Teaching

Avondale College (Australia), 1991

La Trobe University (Melbourne, Australia), 1993

University of Technology (Sydney, Australia), 1995

Nottingham Trent University (United Kingdom), 2007

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

Assistant Professor (Health), 2006 – present

Diploma in Nursing

Bachelor of Health Science

Master of Public Health

Master of Arts in Chinese Language & Literature

Hong Kong Adventist Hospital School of  
Nursing (Hong Kong), 1987

University of Newcastle (Newcastle, Australia), 1991

Loma Linda University (California, USA), 1999

The Hong Kong Polytechnic University, 2011

## INSTRUCTIONAL FACULTY

### **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

### **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

### **DAVID, Diana**

Assistant Professor (Health), 2013 – present

Bachelor of Science in Education	Southeast Asian Union College (Singapore), 1979
Graduate Diploma in Teaching English as a Secondary Language	Southern Australian University (Australia), 1987
MPH in Health Education and Nutrition	Loma Linda University (United States), 1990

### **HO Chung Ning, Gloria**

Assistant Professor (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

### **HO Wai Ling, Elaine**

Visiting Assistant Professor (Chinese)

Bachelor of Arts in Chinese Language & Literature	Hong Kong Baptist University (1992)
Master of Education: Curriculum	Chinese University of Hong Kong (2006)

## INSTRUCTIONAL FACULTY

### **LAU Chung Leung, Charles**

Visiting Assistant 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

### **LIANG, Onn**

Associate Professor (Religion), 2014 – present

Bachelor of Theology	Southeast Asia Union College (Singapore), 1977
Master of Ministry	Singapore Trinity Theological College, 1986
Master of Theology	Adventist International Institute of Advanced Studies (Philippines), 1992
Doctor of Ministry	Western Theological Seminary, (Holland, Michigan), 2001
Doctor of Philosophy, Marital Family Therapy	Loma Linda University (United States), 2009

### **NG Man Him, Kelvin**

Visiting Assistant Professor (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

### **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**

Assistant Professor (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

## INSTRUCTIONAL FACULTY

### **TAY Lee Sia**

Assistant Professor (English), 2009 – present

4-year Diploma in English as a Second Language  
Bachelor of Arts in English – English as a Second  
Language

Hong Kong Adventist College (Hong Kong), 1991  
Andrews University (Michigan, USA), 1995

Master of Arts in English – Reading Education  
Postgraduate Diploma in Education

Andrews University (Michigan, USA), 1995  
Hong Kong Baptist University (Hong Kong), 2001

### **WONG Chung Chi, Priscilla**

Assistant Professor (Psychology & History), 2006 – present

4-year Diploma in Social Science  
Bachelor of Arts in History, Minor in Behavioral  
Science

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

Master of Arts in Education – Education &  
Development Psychology

Andrews University (Michigan, USA), 1993

### **YA'ANG, Henry**

Assistant Professor (Business), 1995 – present

4-year Diploma in Business Administration  
Bachelor of Arts in Business Administration  
Master of Business Administration – Finance

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

### **YEUNG Pak Nin, Hosea**

Assistant Professor (Business), 1985 – present

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

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

## ADJUNCT FACULTY

### **CHIA Huat Chai (Religion)**

BA  
MDiv

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

### **CHIM Yuet Ching, Anna (Psychology)**

4-year Diploma (Religion)  
Certificate of Clinical Pastoral Education  
MA (Professional Counseling)  
  
MA (Educational Psychology)

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

### **CHIU Ki Kwan, Randy (Psychology, Business)**

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

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

### **CHIU Man Jim, Samuel (Religion)**

4-year Diploma In Theology  
Master of Pastoral Studies  
  
Master of Divinity  
Master of Theology  
  
Doctor of Theology

South China Union College (Hong Kong), 1974  
SDA Theological Seminary, Far East (Manila,  
Philippines), 1987  
Lutheran Theological Seminary (Hong Kong), 1993  
South East Asia Graduate School of Theology  
(Singapore), 1997  
Lutheran Theological Seminary (Hong Kong), 2003

### **CHOI Kit Chun, Barbara (Health)**

Bachelor of Science  
Master of Public Health  
Doctor of Public Health

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

### **CHUI Ka Lok (Health)**

Bachelor of Social Science, Sport & Recreation  
Leadership  
Master of Science, Exercise Science

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

ADJUNCT FACULTY

**IP Tak Lee (Philosophy)**

BA (Philosophy)

The Chinese University of Hong Kong (Hong Kong),  
2010

MPhil

The Chinese University of Hong Kong (Hong Kong),  
2014

**LAU Chuen Chuen, Twinky (Religion)**

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

**LAUNG, Herbert (Religion)**

4-year Diploma

Hong Kong Adventist College (Hong Kong), 1984

MP Th

Adventist International Institute of Advanced  
Studies (Philippines), 1992

**LEE Tak Kin (Chinese History)**

BA (Chinese Language & Literature)

Hong Kong Baptist University (Hong Kong), 1994

MPhil

Yat-sen University Guangzhou (China), 2004

Dr of Arts (Chinese History)

New Asia Institution of Advanced Chinese Studies  
(Hong Kong), 2005

**LEE Yee Ping (Psychology)**

BA

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

MA

New York University (New York, USA), 2008

**LIU Kin Wah, Aaron (Health)**

BLA

Spicer College (India), 1980

MA

Poona University (India), 1982

MPH

Philippine Union College (Philippine), 1988

MBA

Andrews University (Michigan, USA), 1995

**LEUNG, Karen May (Health)**

BSc

Dalhousie University (Canada), 1980

MCISc

University of Western Ontario (Canada), 1989

ADJUNCT FACULTY

**PANG Yu Yan (Psychology)**

Higher Diploma in Textile Technology

BSc (Psychology & Sociology)

PGD in Education – Putonghua & Maths

PhD in Social Science – Religious Studies

MA in Chinese Language & Literature

The Hong Kong Polytechnic University (Hong Kong),  
1990

The University of Wales (United Kingdom), 1993

The University of Hong Kong (Hong Kong), 1997

The University of Hong Kong (Hong Kong), 2007

The City University of Hong Kong (Hong Kong), 2009

**RECALDE, Nancy T. (Psychology)**

BS (Education Psychology)

MA (Counseling)

University of Montemorelos (Mexico), 1989

University of Texas at San Antonio (Texas,  
USA), 2007

**SANCHEZ RODRIGUEZ, Vicente (Psychology)**

Bachelor in Philosophy

Bachelor in Theology

Licentiate in Psychology

Master of Arts in Cognitive – Behavioral Therapy

Doctor in Psychology

Institutos Pontificios de Filosofía Teología San  
Pedro Martir (Madrid, Spain), 1983

Institutos Pontificios de Filosofía Teología San  
Pedro Martir (Madrid, Spain), 1987

Universidad Nacional de Educación a Distancia  
(Madrid, Spain), 1993

Centre of Clinical Psychology (Madrid, Spain), 1994

Universidad Autónoma de Madrid (Madrid, Spain),  
2000

**TAM Wai Ming, Frank (Education & Science)**

BS

MS

MPhil

PhD

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 Chi Wing (Nutrition)**

Bachelor of Science in Nutrition & Dietetics

Master of Business Administration

Loma Linda University (California, USA), 1997

Columbia Southern University (Alabama, USA), 2006

**WONG Mei Ling, Miranda (Health)**

Dip

Dip

PGD (Nursing Education)

MHS (Nursing)

Hong Kong Adventist School of Nursing (Hong Kong),  
1981

Avondale College (Australia), 1985

La Trove University (Australia), 1993

Victoria University (Australia), 1996

ADJUNCT FACULTY

**WONG Chue Kien, Robert** (Religion)

MPS

Adventist International Institute of Advanced  
Studies (Philippine)

DMin

Andrews University (Michigan, USA)

**WU Nga Fun, Verna** (Psychology)

4-year Diploma (Education)

South China Union College (Hong Kong), 1975

4-year Diploma (Religion)

South China Union College (Hong Kong), 1976

MA (Religion & Health)

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

MA (Health Science)

Philippine Union College (Philippine), 1979

PhD (Educational Psychology)

Andrews University (Michigan, USA), 1992

**WU Sze Fai, James** (Health)

BLA

Spicer Memorial College (India), 1976

MSc

Loma Linda University (California, USA), 1989

MPH

Loma Linda University (California, USA), 1989

**YEUNG Chi Shing, Daniel** (Health)

BEd (Physical Education and Sports Science)

Chinese University of Hong Kong, 2006

MPhil (Sports Science and Physical Education)

Chinese University of Hong Kong, 2008

Master of Public Health: Behavioral, Social and  
Community Health

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



# EXTERNAL ADVISORS & EXTERNAL EXAMINERS

## ACADEMIC REVIEW COMMITTEE ADVISORS

Dr. LOW Keng Hoong, Jeremy

Director for Business Development and Marketing  
Penang Adventist Hospital

Dr. YAP Foong Ha

Assistant Professor, Department of English  
The Hong Kong Polytechnic University

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Hong Kong Adventist College

Professor, Director of Centre for HR Strategy & Development  
Hong Kong Baptist University

Mr. **KUNG** Lung Chiu, Tracky

Unit Manager/Executive Financial Planner  
Prudential Assurance Co. Ltd

EXTERNAL ADVISORS & EXTERNAL EXAMINER

Mr. **WONG** Kwok Leung, Johnny

Treasurer  
Chinese Union Mission

Ms **YEUNG**, Rachel

Vice President for Physician Services  
Hong Kong and Tsuen Wan Adventist Hospitals

**DEPARTMENT OF DIPLOMA IN PRE-UNIVERSITY STUDIES**

Mr. **CHUNG** Chi Hing, Caleb

Vice Principal  
Kowloon Sam Yuk Secondary School

Dr. **TAM** Wai Ming, Frank

Assistant Professor  
Chinese University of Hong Kong

Mr. **WARJRI**, James

Chair of English Panel  
Taipo Sam Yuk Secondary School

**DEPARTMENT OF HEALTH**

Dr. **HUI** Sai Chuen, Stanley

Dean of Students  
Lee Woo Sing College

Professor,  
Department of Sports Science & Physical Education  
Chinese University of Hong Kong

Dr. **LAU** Wing Chung, Patrick

Director  
Centre for Olympic Studies

Professor of Physical Education  
Hong Kong Baptist University

Dr. **LEUNG** Suk Fong, Sophie

Specialist in Pediatrics  
Private Practice

Mr. **LIU** Kin Wah, Aaron

Assistant to President  
Tsuen Wan Adventist Hospital

Dr. **YUNG** Wai Lan, Anna

Clinical Pharmacist, Community-based Nursing Home

**DEPARTMENT OF PSYCHOLOGY**

Pastor **FUNG** Chun Kit, Alphon

Youth Ministries Director & Church Pastor  
Hong Kong-Macao Conference of Seventh-day Adventists

Dr. **LAM** Wai Lun, Benny

Senior Clinical Psychologist  
Care For Life Association/Hong Kong Psychological Counseling Center

Vice President  
Hong Kong Association of Professionals Specializing in Addiction Counseling

Ms **LEE** Yee Ping,

Academic Advisor  
School of Continuing Education  
Hong Kong Baptist University

Dr. **TANG Cheuck Wing**, Andrew

Senior Program Manager, Health and Social Sciences Team  
LiPACE Office & OUHK-CITA Learning Centre  
(Li Ka Shing Institute of Professional & Continuing Education)

**DEPARTMENT OF RELIGION**

Pastor **CHAN** Chean Seng

Associate Ministerial Director  
Hong Kong-Macao Conference of Seventh-day Adventists

Pastor **FOO** Joong, Isaac

Ministerial Director  
Chinese Union Mission

Pastor **IP** Tai Cheung

President  
Concordia Theological Seminary

Pastor **WONG** Chue Kien, Robert

Chinese Ministry Director  
Chinese Union Mission

Dr. **WU** Nga Fun, Verna

Education Director  
Chinese Union Mission

**EXTERNAL EXAMINERS**

**DEPARTMENT OF BUSINESS**

Dr. **YEUNG** Tak Wai, Darvey

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

**DEPARTMENT OF ENGLISH**

Dr. **LEUNG** Chung Hong, Danny

Assistant Professor, Department of English  
Chinese University of Hong Kong

**DEPARTMENT OF PSYCHOLOGY**

Dr. **CHEUNG**, Vinci

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

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

Consultant  
Rapha Foundation, Hong Kong

# STANDING AND FUNCTIONAL COMMITTEES

## AAA SELF STUDY TEAM

LIANG Onn *(Chairperson)*

Leendert BROUWER, Simon CHUA, Daniel CHUAH, Edith LAM, Katerina MA, Henry YA'ANG,  
Hosea YEUNG *(Members)*

Samuel CHUAH *(Ex-official)*

Assistant to the Academic Dean *(Recording Secretary)*

## ADMINISTRATIVE COMMITTEE (HKAC) / BUDGET AND FINANCE COMMITTEE

President *(Chairperson)*

Academic Dean *(Secretary)*

Business Manager

Dean of Students

One Faculty representative

Administrative & HR Secretary *(Recording Secretary)*

## ACADEMIC COUNCIL / ADMISSIONS COUNCIL / LIBRARY COMMITTEE

Academic Dean *(Chairperson)*

Registrar *(Secretary)*

College Department Chairs

One Faculty representative

President *(Ex Officio)*

Assistant to the Academic Dean *(Recording Secretary)*

Librarian *(when necessary)*

Marketing Director *(when necessary)*

## STANDING AND FUNCTIONAL COMMITTEES

### 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>

### CAFETERIA MANAGEMENT COMMITTEE

Director of Food Services	<i>(Chairperson)</i>
Business Manager	
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>

### DEAN OF STUDENTS' COUNCIL

Dean of Students	<i>(Chairperson)</i>
Student Activities Coordinator	
Chaplain	
One HKAC Faculty representative	
One HKAA Faculty representative	
One Student Life Council Student representative	
President	<i>(Ex Officio)</i>

### DEPARTMENT MEETING

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



## STANDING AND FUNCTIONAL COMMITTEES

### EDUCATIONAL AID COMMITTEE

Business Manager	<i>(Chairperson)</i>
Academic Dean	<i>(Secretary)</i>
Dean of Students	
Religious Affairs Committee Chair	
Marketing Director	

### FACILITIES PLANNING AND PHYSICAL PLANT MASTER PLANNING COMMITTEE

President	<i>(Chairperson)</i>
Academic Dean	<i>(Secretary)</i>
Business Manager	
One Department Chair representative	
HKAA Principal	

### FACULTY AND STAFF MEETING (INSTITUTIONAL)

President	<i>(Chairman)</i>
Registrar	<i>(Secretary)</i>
All Faculty and Office Staff	
Academic Dean	<i>(Ex Officio)</i>

### FACULTY RANKING COMMITTEE

Academic Dean	<i>(Chairman)</i>
One Professor Faculty	
One Associate Professor Faculty	
One Assistant Professor Faculty	
Assistant to the Academic Dean	<i>(Recording Secretary)</i>

## STANDING AND FUNCTIONAL COMMITTEES

### FOOD & FUN FAIR & ALUMNI DAY

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

### GRADUATION COMMITTEE

Academic Dean (Chairperson)  
Registrar  
One College Faculty representative (Advisor)  
One HKAA Faculty representative  
One graduate representative from each section  
  
Assistant to the Academic Dean (Recording Secretary, Coordinator)

### HEALTH MANAGEMENT COMMITTEE

Health Centre Consultant (Chairperson)  
Health Education Acting Manager (Secretary)  
Health / Religion Department Chair  
Business Manager  
Faculty representatives  
Adventist Hospitals representatives  
  
President (Ex Officio)

## STANDING AND FUNCTIONAL COMMITTEES

### PUBLICATION COMMITTEE

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

### RELIGIOUS AFFAIRS COMMITTEE

Chaplain *(Chairperson)*  
Religion Department Chair *(Secretary)*  
Dean of Students *(Student Life)*  
Church Pastor  
One Faculty representative  
One Staff representative  
One College Student representative

### RESIDENTIAL DEANS' COUNCIL (HKAC)

Dean of Students *(Chairperson)*  
Dormitory Dean of Women  
Assistant Dormitory Dean of Women  
Dormitory Dean of Men  
Assistant Dormitory Dean of Men  
Social Worker  
Two Faculty representatives *(when necessary)*

### SOCIAL COMMITTEE

Faculty representative *(Chairperson)*  
One College Faculty representative  
One HKAA Faculty representative  
One Staff representative  
  
Administrative & HR Secretary *(Invitee)*

STANDING AND FUNCTIONAL COMMITTEES

**STUDENT LIFE COUNCIL**

Dean of Students *(Chairperson)*  
One College Faculty representative  
One HKAA Faculty representative  
Student representatives *(one from each Department)*

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