

**ORIENTATION PROGRAMME FOR FULL TIME
PROFESSIONAL ACCOUNTING PROGRAMME**

Certificate in Finance, Accounting and Business (CFAB)

The Institute of Chartered Accountants in England and Wales (ICAEW)



DATE	TIME	PROGRAMME	VENUE
06 April 2020 (Monday)	08.30am - 09.00am	Registration	Foyer (Level G, South Building) Auditorium 5 (Level 2, South Building)
	09.00am - 11.00am	LIFE at Sunway - An Introduction	
	11.00am - 11.15am	Welcome Speech by Dr. Elizabeth Lee, Chief Executive Officer - Sunway Education Group	
	11.15am - 11.25am	Introducing Campus Services & Resources at your finger tips	
	11.25am - 12.00pm	Welcome On-Board Financial Course Programmes Speech by Mr. Teo Ee Sing, Executive Director - Sunway College	
	12.00pm - 01.15pm	LUNCH BREAK	Auditorium 5 (Level 2, South Building)
	01.15pm - 01.45pm	IT Services Briefing, Mr. Sahabudin, IT Engineer - ITS	
	01.45pm - 02.00pm	eLearning Briefing, Ms. Wang Sooi Fong, Head - eLearning	
	02.00pm - 02.30pm	Health & Safety Briefing, Mr. Billy Chan - Safety, Health & Environment	
	02.30pm - 02.45pm	Briefing on General Studies Subjects Dr. Yazilmiwati, Head - MOE General Studies Department	
02.45pm - 03.45pm	Programme Briefing by Ms. Theresa Soh, Head - CFAB & ICAEW Programmes		

Note: 1. For International Students, please proceed to the International Office located at Level G, Sunway College (North Building) for any International student matters.

2. Those who did not submit their photo during admission, please proceed directly to Registry Office, (Level 1, South Building) from Monday to Friday (09.00am - 05.30pm) to submit their passport size photo for student ID.

Health Advisory

On 28 February, the Director General of Health (MoH) and Ministry of Education (MoE) Malaysia categorized the following locations as high risk for COVID-19 transmission: China, Taiwan, Macau, Hong Kong, Korea, Japan, Italy and Iran. It is strongly advised that students and their family members returning from these affected locations observe a period of self-quarantine for 14 days.

Guidance, counselling as well as online academic support will be made available to the student during the period they are absent from college.

Please inform the programme office so that the necessary support can be arranged: -

- Ms. Tan Bee Sim: bstan@sunway.edu.my
- Ms. Lily Low: lilylow@sunway.edu.my

All information is correct at the time of printing (as at 24 March 2020). This schedule may be subject to change.

Orientation schedule also available at <https://student.sunway.edu.my/services/sunway-orientation>