

**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 |
|---------------------------|-------------------|--|---|
| 23 March 2020 (Monday) | 08.30am - 09.00am | Registration | Foyer (Level G, South Building) Auditorium 1 (Level G, South Building) |
| | 09.00am - 11.00am | LIFE at Sunway - An Introduction | |
| | 11.00am - 11.05am | Welcome Speech by Dr. Elizabeth Lee, Chief Executive Officer - Sunway Education Group | |
| | 11.05am - 11.20am | Introducing Campus Services & Resources at your finger tips | |
| | 11.20am - 11.50am | Welcome On-Board Financial Course Programmes Speech by Mr. Teo Ee Sing, Executive Director - Sunway College | |
| | 11.50am - 12.30pm | Programme Briefing by Ms. Theresa Soh, Head - CFAB & ICAEW Programmes | |
| | 12.30pm - 01.30pm | LUNCH BREAK | |
| | 01.30pm - 02.00pm | IT Services Briefing, Mr. Sahabudin, IT Engineer - ITS | Auditorium 1 (Level G, South Building) |
| | 02.00pm - 02.15pm | eLearning Briefing, Ms. Wang Sooi Fong, Head - eLearning | |
| | 02.15pm - 02.45pm | Health & Safety Briefing, Mr. Billy Chan - Safety, Health & Environment | |
| | 02.45pm - 03.00pm | Briefing on General Studies Subjects Dr. Yazilmiwati, Head - MOE General Studies Department | |

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 13 March 2020). This schedule may be subject to change.

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