

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

Certified Accounting Technician (CAT)



DATE	TIME	PROGRAMME	VENUE
26 March 2020 (Thursday)	08.30am - 09.00am	Registration	Foyer (Level G, South Building) Auditorium 2 (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 - 12.00pm	Welcome On-Board Financial Course Programmes Speech by Mr. Teo Ee Sing, Executive Director - Sunway College	
	12.00pm - 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	
	03.00pm - 04.00pm	Programme Briefing by Ms. Lum Pey Wah, Head - CAT & ACCA Programmes	Computer Lab
	04.00pm - 05.00pm	CAT Initial Registration	

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>