Foundation in Arts

Student Guide
Congratulations to you on embarking upon your university preparatory studies, and we welcome you to Sunway College where you can pursue your pre-university studies all the way through to undergraduate and postgraduate qualifications.

Sunway College has had more than two decades of experience in teaching and preparing pre-university students for progression into various academic programmes at universities all over the world. For this reason, our academics have put their expertise and experience together, to incorporate key elements for students to develop intellectually, emotionally and socially, when we developed our Sunway Foundation programme.

The Sunway Foundation in Arts is a pathway programme that effectively prepares students for successful and smooth transition into undergraduate studies at Sunway University, offered in collaboration with Lancaster University, UK. Owing to the quality of its provision and the scope of its curriculum, our Sunway Foundation in Arts qualification is also accepted by selected local and foreign institutions.

Sunway is proud of its tradition of academic excellence and we offer a range of undergraduate programmes which offers people of all ages and backgrounds the opportunity to continually learn and develop. The Sunway Foundation in Arts programme prepares students to undertake many disciplines at tertiary level, from accounting, business, computer science and hospitality management to art, design and performance.

Sunway is a rapidly growing institution; we are constantly upgrading and improving our hardware, including buildings and facilities, and our software, comprising our people, programmes and the services we offer. All these are done so that our students can obtain the best learning outcomes, and our stakeholders are assured of our best efforts. Our students’ academic success rates have increased steadily over the years and market research statistics indicate that we are currently one of the top private colleges nationally.

At Sunway, there are lots of fun things to do when you’re not studying and our Tun Hussein Onn Library offers the very best in library services to help you with your research and projects. When you enrol with us, you will find out how we can help to unlock your talents and create the best possible future for you – take the first step with the Sunway Foundation in Arts programme.

Dr. Elizabeth Lee
Senior Executive Director
Sunway College & Sunway Group of Colleges

Welcome to Sunway Foundation Programme!

This programme believes in holistic education. This means that, coupled with academic knowledge you will be exposed to experiential learning as an integral part of your well-rounded education. We are committed to moulding and shaping students who have a balanced world view and an understanding of social issues and world affairs outside of just text books. Our emphasis is not confined to your doing well in examinations and moving on to tertiary studies but in developing your love for life-long learning, your confidence in your own ability and finding your own talents. Enjoy this journey where you chart your own success. Good luck!

Ruma Lopes
Programme Director
Sunway Foundation Programme
Foundation in Arts

An academic bridge for students to transition effectively into tertiary level studies

Developing/Learning Strategies
Developing Technical & Soft Skills
Setting Personal & Academic Goals

Findings Individual Talents
Honing Communication Skills
Involving in Community Activities

Engaging in Extra-Curricular Activities
Becoming Confident Leaders

Programme Outline

Core Subjects
Academic Electives
Enrichment Subjects

Intakes
January, March and July

Examinations
December, March and July

Duration
3 semesters (14 weeks each semester)
## Choice of subjects

Students are required to take Mathematics and English as core subjects each semester. Every semester students are required to take at least 5 subjects.

<table>
<thead>
<tr>
<th>Core Units (4 credits)</th>
<th>Academic Electives (4 credits)</th>
<th>Enrichment Subjects (2 credits)</th>
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</thead>
<tbody>
<tr>
<td>Mathematics</td>
<td>• Social Media in the New IT World</td>
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<td>• Contemporary Business Mathematics</td>
<td>• Introduction to Programming</td>
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<td>• Mathematical Techniques and Analysis</td>
<td>• Introduction to Accounting Techniques</td>
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<td>• Accounting Processes and Reports</td>
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<td></td>
<td>• Introduction to Business: World of Finance</td>
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<tr>
<td>English</td>
<td>• Microeconomics: Concepts and Models</td>
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<td>• Language and Communication</td>
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<td>• Communication: Audience and Context</td>
<td>• Introduction to Business: Management and Marketing</td>
<td></td>
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<tr>
<td>• Language and Knowledge</td>
<td>• Mathematics for Actuarial Studies</td>
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</tbody>
</table>

* Kindly refer to the Programme for updated information

## Programme Structure

- 3 semesters of 14-week duration
- All Core and Enrichment Subjects are compulsory
- 4 Academic Electives (at least one each semester) are compulsory

## Where are our graduates?

**Malaysia**
- Sunway University
- Victoria University
- Monash University
- Curtin University
- Nottingham University
- Multimedia University (MMU)
- International Medical University (IMU)

**Ireland**
- Dundalk Institute of Technology

**Singapore**
- Curtin University

**United Kingdom**
- University of Hertfordshire
- Anglia Ruskin University

**Australia**
- Melbourne University

**Japan**
- Asia Pacific University

*Kindly refer to the Programme for updated information*
Student Support System
We have special programme advisors who provide academic guidance and support.

Attendance Policy
- Attendance is expected for all lessons.
- Parental confirmation and/or medical certificate are necessary for any absence.
- Unauthorised absence from class may result in the student being excluded from classes and examinations.
- Warning letters will be sent to errant students and parents will be informed.

Assessment and Evaluation Policy
- All assessments, assignments and examinations are set by academic staff of the Pre-University department to assess the student’s understanding of a particular subject.
- Examination papers are moderated by university faculty members to ensure that necessary standards and learning outcomes are achieved by the students.
- The coursework component will allow students to monitor, improve and set personal goals.
- The examinations will evaluate the final learning objectives and the standards required for the student to progress to tertiary studies.
- Students must be responsible for complying with the assessment requirements of individual subjects according to the subject outline provided.
- Stipulated dates for submission of assignments are to be followed. Disciplinary action may be taken if students fail to submit their assignments on time.

In the event a student misses an examination/assessment with a valid and acceptable reason (eg: hospitalisation) the student will write the paper at the earliest possible date with permission from the Director of Programme. Progress Report will be sent to parents every semester.

Assessment and Examination
- Evaluation is based on 50% coursework (quizzes, projects, investigations, assignments and presentations) and 50% examination at the end of each subject.
- The final transcript will show a combined mark and grade for all subjects. Successful students will be awarded the Certificate of Completion.

Graduation Requirements
- Students must successfully complete minimum 50 credits
- Students must pass all Core and Enrichment Subjects and 4 Academic Electives.

University Application
- Students must attain the entry requirement (aggregate %) of the undergraduate programmes they wish to pursue at their university of choice.
- Calculation of aggregate (%) is based on a total of 40 credits gained from the accumulation of all the subject credits below:
  - A minimum of 8 subjects (4 credits each)
  - A minimum of 2 subjects (2 credits each)
  - Any one subject (4 credits) or 2 subjects (2 credits)

Available Pathways: Entry Requirement for Sunway Undergraduate Programmes

<table>
<thead>
<tr>
<th>Program</th>
<th>FIA Requirement</th>
<th>Accounting &amp; Finance Requirement</th>
<th>Computer Science Requirement</th>
<th>Business Management Requirement</th>
<th>Business Studies Requirement</th>
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<tbody>
<tr>
<td>BSc (Hons) in Accounting &amp; Finance</td>
<td>65%</td>
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<tr>
<td>BSc (Hons) in Information Systems</td>
<td>55%</td>
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<tr>
<td>BSc (Hons) in Information Technology</td>
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<tr>
<td>BA (Hons) in Communication (Corporate Communication/Advertising Design/PR Project Management)</td>
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<tr>
<td>Sunway Foundation in Arts (FIA)</td>
<td>60%</td>
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<tr>
<td>BSc (Hons) in Actuarial Studies</td>
<td>50%</td>
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<tr>
<td>Bachelor of Business (Victoria University)</td>
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<tr>
<td>BSc (Hons) in Computer Science</td>
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<tr>
<td>BSc (Hons) Psychology</td>
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<tr>
<td>BSc (Hons) Business Management</td>
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<td>BSc (Hons) Business Studies</td>
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<tr>
<td>BSc (Hons) in Culinary Management</td>
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<tr>
<td>BSc (Hons) in International Hospitality Management</td>
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Subject Descriptions

Core Units (4 Credits)

**Contemporary Business Mathematics (PMTH001)**
The subject equips the student with the knowledge and skills to perform mathematical operations and apply numerical and quantitative approaches in day to day problem solving. It deals with arithmetic operations, fractions and conversions and use of symbols in place of numbers in simple algebraic calculations. Techniques to solving linear equations, plotting of graphs to determine value will be covered. It will also consolidate knowledge and skills for quantitative analysis and problem solving.

**Mathematical Techniques and Analysis (PMTH002)**
This subject will provide working knowledge of ratios, proportions and percentages. Students work from using simple algebra to calculate financial transactions to using simultaneous or quadratic equations to solve problems. It involves recognition of arithmetic and geometric sequences. The subject will include use of graphical and numerical means for optimisation, use of matrix arithmetic to solve problems. It will also teach the skills needed for data analysis, probabilities and statistics.

**Statistical Analysis (PMTH003)**
This subject will teach skills to make inferences and predictions using suitable statistical techniques. Students will learn data analysis from tables and graphs, calculate median and quartiles and central tendency and determine measures of dispersions. The second part looks at how to use sets and count arrangements and selections to solve problems in probability. It will also include the understanding and application of normal and binomial distributions.

**Language and Communication (PLNG001)**
This subject focuses on strengthening basic language skills to enable students to construct well structured expressions in writing and oral communication. Reading with critical awareness and extracting important view points from a range of literary and expository texts to make notes, to summarise and paraphrase their understanding will be the centre of learning. Awareness of the influence of media in our everyday life will also be a part of the learning and communication process.

**Communication: Audience and Context (PLNG002)**
The students are empowered with a well developed language skill to communicate with confidence their views and opinions. To convey information, opinions on contemporary issues and recognition and analysis of diverse opinions and the validity of claims are central to this course. Students will read informational texts and literary works from various time periods across cultures. Analysis of visual texts (advertisements and documentaries) and writing for targeted audience will be stressed in the course.

**Language and Knowledge (PLNG003)**
The subject builds on the structures and conventions in English texts that develop the ability to use language to arrive at expressing independent views and opinions; able to substantiate, drawing on their readings of literary, expository and informational texts and skills of referencing. The focus is on building an appropriate style of writing for academic purposes.

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Core Units (4 Credits)

**Appleciation Day**

**Short Story Writing Workshop**

**Genocide Exhibition**

**Leadership Workshop**
In the recent Sunway University graduation, 53% of the FIRST CLASS BSc (Hons) in Accounting & finance are FIA ALUMNI:
• Chow Guan Rou
• Kam Hoe Yan
• Leong Ji Kin
• Leong Wei Ji
• Ong Teng Wuen
• Wong Hey Heng
• Wong Hur Beng
• Wong Jie Min, Adrian

Enrichment Subjects (2 Credits)

Broad knowledge and understanding of human experiences are the central drive of the subjects in this list. For 2014, the choice of subjects is limited to five, and all of them are compulsory. The subjects are designed to enrich their experience, learning and preparation for the demands of tertiary studies and post-tertiary employment.

Critical Thinking Skills (PLNG013)
The ability to think critically and to solve problems are the fundamentals for lifelong learning. This subject explores various forms of arguments used in academic disciplines. It will focus on how to make good judgment about information and arguments. It will create opportunities to reflect and review one’s own arguments and develop intellectual and personal discipline.

Business Communication (PLNG012)
The subject introduces students to different channels of communication and techniques used to convey a message. The subject will enable students to understand the communication process and to communicate more effectively both in writing and in spoken forms in a business environment. The subject is intended for students to build confidence in presentations and public speaking.

Culture and Ideas (PAF011)
This subject helps students to understand the development of culture, thoughts and ideas across time and region. They will have insight into various cultural traditions and ideas to understand their own place in the global society. Students will be exposed to representations of human experience especially what has been written in words and in practices of social rituals. The impact of cultural, economic and social roots of modernity and how it shapes the lives of their generation is explored. The three main areas of study are The Histories, The Modernity and Globalisation: Borderless Identity.

Culture and Performance (PAF001)
This subject, in line with Culture and Ideas, looks as the physical manifestations of culture and the arts in structures, paintings, drama and dance. The important artistic expressions in historic timelines and the influence of political, social and economic impact on physical expressions is one of the areas of study. The advent of photography and the new revolution of expression and its impact on film making and other visual contexts are also explored.

Psychology (PPSY001)
This subject is designed to stimulate the student’s curiosity, initiating them to the broad and diverse field of psychological principles and human behaviour. They will be exposed to theories, research and applications. It will serve as an impetus for students to think critically and enable them to understand the scientific approach in studying human attitudes, emotions and behaviour. Students will also be exposed to states of consciousness, personality, motivation, gender and human sexuality and a glimpse into abnormal behaviour.

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Academic Electives (4 Credits)

Introduction To Accounting Techniques (PACT001)
Accounting is fundamental to understanding how a business operates and performs. The first part introduces the double entry system and the concepts of separate entity and the logic behind the accounting equation. The use of day books to organise business data to facilitate posting will be dealt with. This will proceed to preparation of simple financial statements. The second part will deal with depreciation and allowance for doubtful debts and their impact on financial statements. The emphasis will be on procedures and concepts underlying them.

Accounting Processes and Reports (PACT002)
This subject builds on the knowledge gained in previous module (PACT 001). Balance day adjustments on accruals and prepayments will emphasise the importance of accruals accounting. Further accounting entries for non-current assets and accounts receivables will be dealt with. Bank reconciliation procedures will introduce the concept of cash control. Preparation of accounting reports of service businesses, companies and multiple department organisations will show variations in the financial statements. Performance assessment using financial ratios will enable students to appreciate the importance of accounting as a means of communicating business information to stakeholders.

Introduction to Business: Management and Marketing (PIB(M)002)
This subject emphasises how vital business is and how it impacts every aspect of our lives. The first part deals with the business environment, ownership and its determinants, internal and external factors in planning business strategies, and steps taken in setting up a business. The second part deals with the management styles, organisational factors, motivational theories and leadership. The third part deals with marketing and its importance in all the sectors. It focuses on product, place, promotion and price.

Introduction to Business: World of Finance (PIB(F)001)
This subject introduces finance and the importance of financial information. The subject looks at the different sources of finance and the factors affecting it. The topics will also include understanding budget and budgeting. It will deal with why financial information is important to particular users and the types of reports which financial and management accounting yield to help decision making. Aspects of cost-volume-profit analysis will also be included. Subject also builds on breakeven analysis and capital investment appraisal. Students will have better understanding of the financial world.

Microeconomics - Concepts and Models (PECO001)
This subject investigates the choices that people, groups and societies face as they confront the problem of satisfying their unlimited wants with limited resources. This subject aims to analyse and understand the allocation, utilisation and distribution of scarce resources that determine our wealth and well-being. It develops the knowledge, reasoning and interpretation skills that form an important component of understanding personal, business and government behaviour at the local, national and global levels.

Macroeconomics - The Global View (PECO002)
The discipline of economics is one of particular relevance in the world today. It is concerned with determining a country’s overall levels of output, employment, inflation, growth and its external stability. The effects on changes in monetary/fiscal policy in short run and long run perspective is assessed. It assesses government objectives and how they can be achieved. Economic models are used to analyse events in macroeconomic perspectives. Students will assess, evaluate, and criticise the economic performance of a country.

Introduction to Programming (PCSC002)
With the advancement of technology, new applications are introduced to automate our jobs and the tasks at hand. An insight into Basic Java programming for Android will be studied. This will enable students to explore simple Android GUIs—Basic widgets and their applications. Students will learn to identify, apply and solve common applications of Fancy Lists using custom layouts. They will also be introduced to Project Preparations, Data Flow and Flow charts, UI Designs for Mobile Platforms etc. The subject provides practical skills to perform simple phone programming.

Social Media In the New IT World (PCSC003)
Knowledge of applications and the use of different social networking systems have become an important skill in today’s world.

This subject focuses on the basics of the impact of social networking systems on our daily life. This course also reflects on the use of Social Media in business settings. It will look at how social networks help marketing in Blogs, News Releases and Online Video etc. It will help students understand the basics of SAS Text Miner and the processes that are applied in tapping into Unstructured Data. Management and gathering information and presenting findings through the use of Facebook interaction will provide a practical learning experience.
Mathematics for Actuarial Studies (PMATHA004)
The subject will provide students with an understanding of the mathematics concept and to encourage them to apply mathematical skills to actuarial problems. The content of this subject forms a part of the underpinning body of mathematical knowledge and skills that would enable students to pursue tertiary level Actuarial Studies. Students will learn to recognise sequences and series. It will also include Set theory or Counting Techniques which will be applied to topics of Probabilities. Students will also understand the concepts of mapping, functions and the shapes of graphs. Students will also be able to use techniques of Matrix to solve simultaneous equations.

Introduction to Advertising (PCOMM002)
This subject is designed to introduce students to the basics of advertising in today’s industry. It is designed to stimulate student’s creativity and insight of the advertising world and business organisations in the advertising world. The subjects explore the process from basic idea conception to execution, knowledge and ideas, even the process of how and what is needed in an effective advertising and advertisements for the targeted audience. The subject highlights potential career paths in the advertising industry where designing and planning is essential. The subject is intended for students who wish to explore the creative and innovative side of designing and advertising.

Introduction to Mass Communication (PCOMM001)
This subject is designed to introduce students to the world and industry of mass communication. It explores the function of mass communication and role of today’s communication practitioners. It covers the sub areas of mass communication from print media, to electronics, multimedia and social networks even highlighting potential fundamental career path and the future of being in the mass communication and real world industry. The subject is intended for students who wish to explore the vast and growing world of mass communication and at the same time being creative and well versed in today’s technology and knowledge of mass communication.
FIA Student Activities

Reshmonu Talk

Teacher's Day

Charity Day

Paranormal Activity
DYSLEXIA Workshop

Fashion Workshop

Orientation Ice Breaking
This brochure is valid for our 2015 intakes.
All information is correct at the time of printing (Nov 2014)