HELP COLLEGE OF ARTS AND TECHNOLOGY

1st CHOICE

- Degree - Professional - Diploma - Foundation
The HELP College of Arts and Technology (HELP CAT) campus at Fraser Business Park, Sungai Besi, is part of the multi-campus development of the HELP Group.

Located within the city of Kuala Lumpur (KL), the College enables students to enjoy the benefits of living and learning in metropolitan KL with access to excellent facilities and top academic and professional expertise.

The city Light Rail Transit (LRT) network connects the College to all suburban areas of KL.

A purpose-designed campus, HELP CAT offers a wide range of innovative academic, professional and vocational programmes as shown below.

- Top-rated partners, including the University of London and the Anglia Ruskin University (UK) will provide more options for academic and career development.
- Professional programmes such as the internationally renowned Association of Chartered Certified Accountants (ACCA) and Certified Accounting Technician (CAT) programmes.
- A wide range of diploma and short courses are available to provide credit transfer options and competency training. The HELP benchmark for quality education and academic achievement will continue to distinguish our enterprise at HELP CAT.

• The Centre for Culinary Entrepreneurship enables students to master French cuisine in a partnership programme with Institut Paul Bocuse, founded by the legendary Chef Paul Bocuse, creator of three Michelin star restaurants, who was named Chef of the Century by the Gault Millau Restaurant Guide and the Culinary Institute of America.
**Centre for Pre-University Studies**
- Foundation Studies in Arts
- Foundation Studies in Science*

**Centre for Information Technology**
- Diploma in Business Information Systems
- Diploma in Computer Science

**Centre for Engineering**
- Diploma in Electrical & Electronic Engineering
- Diploma in Mechanical Engineering

**Anglia Ruskin University (3+0)**
- BSc (Hons) Computer Science
- BSc (Hons) Business Information Systems
- BEng (Hons) Electronics
- BEng (Hons) Mechanical Engineering

**University of London International Programmes**
- BSc (Hons) Accounting & Finance
- BSc (Hons) Economics & Finance
- BSc (Hons) Economics & Management
- BSc (Hons) Mathematics & Economics

**Anglia Ruskin University**
- Master of Business Administration (MBA)

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* Completion of Foundation Studies in Science to progress to IT or Engineering undergraduate programmes.
** All information and visuals in this brochure are correct at the time of printing in December 2015. Subject to change without prior notice.
FOUNDATION STUDIES PROGRAMMES (SCIENCE/ARTS)

The HELP CAT Foundation Programmes provide an alternative pre-university programme of choice to prepare students for undergraduate studies, both locally and abroad.

The programmes produce students with critical thinking abilities who are academically well-balanced. With this in mind, the programme structure and curriculum have been developed to offer depth and breadth of contents, with the academic standards benchmarked at a level between the South Australian Matriculation programme and A-Levels.

This Pre-University programme has gained recognition for facilitating entry into top Medical, Health and Applied Sciences, Dentistry, Engineering, Commerce, Economics, Finance and Accounting programmes in Malaysia, Australia, UK and Europe.

FOUNDATION STUDIES IN SCIENCE

The Foundation Studies in Science programme has built a solid reputation as a proven and reliable pathway for students who have completed their SPM to pursue a diverse range of university degree programmes in Engineering, Medicine, Pharmacy and other Health and Applied Sciences, both in Malaysia and abroad.

Programme Structure

SEMESTER 1
- English Language & Communication 101
- Mathematics 101
- Critical Thinking
- Chemistry 101

SEMESTER 2
- English Language & Communication 102
- Mathematics 102
- Physics 101
- Biology 101

SEMESTER 3
- Physics 102
- Chemistry 102
- Biology 102

Foundation is a one-year programme consisting of 3 semesters. The 11 courses in the programme and the MQA compulsory courses will be completed in the same year.

Features
- Completed in ONE year
- Standards benchmarked between South Australian Matriculation and A-Level programmes
- Flexibility of intakes in January, April or August
- Assessment is based on coursework and examination
- Curriculum includes a Critical Thinking course that develops rational, analytical, coherent and logical thinking among students
- External examiner monitors standards of teaching, learning and assessment as well as effective implementation of curriculum
- Feeder programme to top universities ie University of London International Programmes

Entry Requirements
- A minimum of 5 credits in SPM with a pass in BM and History subjects or its equivalent
- For Foundation Studies in Science, credits shall include Mathematics and 2 Science subjects
- For Medicine, Pharmacy and Dentistry degree programmes, students need to have a minimum of 5 Bs in all Science and Mathematics subjects at SPM level or its equivalent
- Forecast/trial examination results may be used for provisional enrolment if the official results have yet to be released

FOUNDATION STUDIES IN ARTS

The Foundation Studies in Arts, a programme of proven quality and value, is widely accepted as an entry qualification for Economics, Finance and Accounting programmes at the prestigious and world-class University of London International Programmes, as well as premier universities.

Programme Structure

SEMESTER 1
- English Language & Communication 101
- Mathematics 101
- Critical Thinking
- Accounting 101

SEMESTER 2
- English Language & Communication 102
- Business Statistics
- Mathematics 102
- Economics 101

SEMESTER 3
- Economics 102
- Accounting 102
- Introduction to Information Systems
Graduation Criteria
To graduate with the HELP CAT Certificate in Foundation Studies in Science or Arts, a student will have to satisfy all of the following criteria:
- Pass all the 11 courses in the programme, with a minimum C grade (or 50 marks) for each course
- Obtain a minimum CGPA of 2.0

Intakes
January, April, August

Duration
1 year

ACCEPTANCE TO OVERSEAS UNIVERSITIES
The HELP CAT Foundation Studies Programmes (FSP) are fully accredited by MQA. Students who have graduated successfully from these programmes can apply to the universities** listed below. The list is constantly being updated as the Department seeks to identify undergraduate programmes and universities locally and abroad to provide additional pathways for our Foundation Studies graduates.

United Kingdom
- University of Hertfordshire
- Oxford Brookes University
- University of Northumbria at Newcastle
- The University of Strathclyde
- University of the West of England, Bristol
- University of Hull
- University of London (International Programmes)
- University of Sunderland**

Australia
- The University of Adelaide
- The University of Melbourne
- The University of Queensland
- The University of Western Australia*
- The University of South Australia
- Royal Melbourne Institute of Technology
- Victoria University of Technology
- Central Queensland University
- Griffith University
- Northern Territory University
- The University of Southern Queensland
- The University of New England
- Flinders University
- Charles Sturt University
- Monash University* (Main Campus in Australia)
- University of Tasmania
- Curtin University of Technology (Main Campus in Australia** and Sarawak Campus)
- Murdoch University**
- The University of New South Wales

United States of America
- Southern New Hampshire University*
  (formerly known as New Hampshire College)
- Upper Iowa University

New Zealand
- Massey University
- Lincoln University

Russia (for medical studies)
- Russian State Medical University
- Kursk State Medical University
- Moscow Medical Academy
- Nizhny Novgorod State Medical Academy
- Volgograd State Medical University

Malaysia
- Universiti Utara Malaysia (UUM)
- Asian Institute of Medicine, Science & Technology (AIMST)
- University of Nottingham Malaysia
- Penang International Dental College (PIDC)

Canada
- The University of New Brunswick

Former Foundation students, Erina Tan Yin Ann (L) and Yap May Sia (R) who are currently pursuing the BA (Hons) Business Management (3 + 0) programme with Anglia Ruskin University, UK at HELP CAT.

* Provisional acceptance of FSP was communicated to us. Full letters/emails of accreditation are pending.
** Acceptance of the FSP certificate is subject to students meeting the University's entrance requirements on a case-by-case basis.

Kindly contact the HELP CAT Centre for Foundation Studies for the relevant degrees and grades meeting the above universities’ entrance requirements.
UNIVERSITY OF LONDON INTERNATIONAL PROGRAMMES

WHY UOL Programmes at HELP CAT

- HELP CAT has been awarded the Affiliate Centre status by the University of London for excellence in conducting their International Programmes.
- You can obtain a prestigious UK Bachelor of Science degree, with honours, in 3 years.
- The degree can be completed entirely at HELP CAT Malaysia - with great savings in cost.
- The degree certificate and academic transcripts are issued directly by the University of London.
- Academic direction for the degree is provided by the world-renowned London School of Economics and Political Science (LSE)
- Flexibility of transfer.
- We have a proven track record of excellent results and First Class Honours graduates.
- Scholarship awards from LSE are available for top-achievers
- Accredited by MQA (Malaysian Qualifications Agency)
- Fast-track membership accreditation by professional bodies for accounting and finance.

BSc (HONS) ACCOUNTING AND FINANCE

Why BSc (Hons) Accounting and Finance at HELP CAT

Developed in consultation with academics and professionals throughout Southeast Asia as well as the UK, this degree gives you an understanding of accounting and finance that will be useful throughout your career.

The programme does not simply teach accounting techniques and focus on computational skills with the aim of immediate application, but enables you to evaluate their usefulness in different contexts. You will be encouraged to adopt a critical and flexible viewpoint, and to look at the subject from a variety of perspectives, including the international dimension. BSc Accounting and Finance graduates can take advantage of ‘fast track’ agreements with certain professional bodies like the Institute of Chartered Accountants in England and Wales (ICAEW), the Association of Certified Chartered Accountants (ACCA), the Institute of Certified Public Accountants of Singapore (ICPAS) and Certified Practising Accountants (CPA) Australia. These professional bodies extend to the BSc (Hons) Accounting and Finance graduates a number of subject exemptions toward their membership qualifications.

Programme Structure

Year 1
- Introduction to Economics
- Statistics 1 + Mathematics 1
- Principles of Accounting
- Principles of Banking and Finance
- Tamadun Islam dan Tamadun Asia / Bahasa Melayu Komunikasi 2
- Hubungan Etnik / Malaysian Studies
- Strategic Planning for Entrepreneurs

Year 2
- Microeconomics
- Corporate Finance
- Financial Reporting
- Management Accounting
- Malaysian Economy
- Community Services

Year 3
- Auditing and Assurance
- Optional Subject 1
- Optional Subject 2
- Optional Subject 3

Intakes
First Monday of every month until September
Low Chang Song (BSc Accounting and Finance) achieved such excellent result in his Year 1 exams that the University of London admitted him to complete his degree studies in London. With him is Dr Choong Yeow Wei, President of HELP CAT.
Why BSc (Hons) Economics and Finance at HELP CAT

This degree has been designed to provide the economics reasoning, quantitative skills and institutional knowledge required by financial economists to solve practical problems arising in finance. These skills should make graduates highly suited for further studies as well as for a career in investment banking or financial markets.

This degree offers you the opportunity to combine in-depth studies in economics and finance. It provides you with the analytical tools from the skills of mathematics, statistics, economics and econometrics together with the institutional knowledge required to work as a financial economist.

Programme Structure

Year 1
- Introduction to Economics
- Statistics 1 + Statistics 2
- Mathematics 1 + Mathematics 2
- Principles of Banking and Finance
- Tamadun Islam dan Tamadun Asia / Bahasa Melayu Komunikasi 2
- Hubungan Etnik / Malaysian Studies
- Strategic Planning for Entrepreneurs

Year 2
- Corporate Finance
- Microeconomics
- Macroeconomics
- Elements of Econometrics
- Malaysian Economy
- Community Services

Year 3
- Quantitative Finance
- Monetary or Industrial Economics
- Optional Subject 1
- Optional Subject 2

Intakes
First Monday of every month until September

Entry Requirements

All applicants must show proof of Proficiency in English in addition to one of the methods listed below.

- SPM/O-Level credits or
- IELTS 6.0 (with minimum of 5.5 in each sub-test) or
- TOEFL 580 + Test of Written English (TWE) 4.5 or
- TOEFL computerized test score 237 + Writing Rating 4.5 in computerized test or
- Refer to the University of London prospectus

Method 1
- 2 A-Level/STPM passes and
- 3 O-Level/SPM credits (including Mathematics)

Method 2
- 3 A-Level/STPM passes and
- O-Level/SPM credit in Mathematics

Method 3
- Minimum grade B6 in 5 (academic) subjects at UEC level and
- 3 (other subjects) O-Level/SPM credits (including Mathematics)

Method 4
- 5 O-Level/SPM credits (including Mathematics and English Language)
- Foundation Studies with GPA of 2.0 from HELP
- No exemptions granted for Foundation Economics, Mathematics and Statistics.
- 18 years of age before 31 December in the year of application

Method 5
- 3 A-Level passes (must include 1 pass with minimum grade D) or
- 3 STPM passes (must include 1 pass with minimum grade D for examinations taken before 2003, or minimum grade C+ for examinations taken after 2003) and
- O-Level/SPM credit in Mathematics

Method 6
- 2 A-Level passes and
- 2 further subjects at A-Level and
- O-Level/SPM credit in Mathematics

Method 7
- International Baccalaureate or
- South Australian Matriculation (score at least 80) or
- Canadian Pre-University (score at least 70%) or
- other qualifications recognised by the University of London
- For Medicine, Pharmacy and Dentistry degree programmes, students need to have a minimum of 5 Bs in all Science and Mathematics subjects at SPM level or its equivalent
CULINARY ARTS AND HOSPITALITY PROGRAMMES

DIPLOMA IN HOTEL MANAGEMENT
N/011/A4/0045/(MQA/PA0073)10/16

People travelling for business or leisure reasons look for a “home away from home” when they travel. Therefore, good food and a secure and restful accommodation can go a long way towards making people enjoy traveling. Lodging managers ensure that guests’ needs are taken care of by providing amenities like television and fitness rooms, and making sure everything is kept in order. Lodging managers work at all kinds of establishments, from traditional hotels to camping areas, inns, motels, ranches and resorts. Lodging managers have many different duties as well. They may also provide services for business travellers like helping arrange conferences and providing meeting rooms and electronic equipment.

The HELP CAT Department of Hospitality, consisting of the Centre of Culinary Entrepreneurship and the Centre of Hotel Management, conducts diploma programmes in culinary arts and hotel management.

The industry strives to ensure high levels of satisfaction for temporary space to travellers in the form of hotels, resorts, clubs, restaurants, cruise lines, contract catering, retail outlets, fast food restaurants, suites and residences. Traditional roles are in front office, housekeeping, guest services and sales.

Teaching Strategies

For subjects requiring the acquisition of skills, such as restaurant and bar operations, a modular method of teaching and learning is adopted. For each practical subject, students will learn the techniques in a laboratory setting, where they will have an opportunity to improve their effectiveness and efficiency by applying them in actual service settings.

With a low lecturer-student ratio for practical and theory classes, our lecturers are able to spend time with each individual student, giving timely feedback and facilitating the acquisition and mastery of knowledge, efficient skills and professional attitudes. An integrated broad-based “learning by doing” experience, an experience based approach, with a career-focused curriculum is adopted to enable students to gain real-world experience. As such our students are trained to think critically, communicate effectively and manage professionally.

Students benefit from the most comprehensive and advanced state-of-the-art learning resources and support facilities. There are well equipped kitchens, training restaurants, a mock-up front o ce and a housekeeping suite. They are also introduced to e-learning as part of their learning environment to enhance communication and sharing of information.

Internship provides students with hands-on experiential learning in related industries. This provides them with the opportunity to put their learning into practice. The students will be able to develop their technical skills in a work environment and to learn the skills of a supervisory and managerial level. It also prepares them for future careers and enhances their employability.
Why Hotel Management at HELP CAT
- A unique approach in teaching and learning hotel management
- Prepares highly adaptable students for the fast-changing trends in the hospitality industry
- Provides high quality teaching and learning
- Teaching equipment with state-of-the-art technology
- Highly experienced faculty with proven industrial, professional and academic track records
- 60% practical training + 40% management knowhow = highly capable and employable graduates
- Small classes for a better learning environment

Programme Structure
Year 1 (15 Subjects)
- Introduction to Hospitality and Tourism
- Front Office Management
- Principles of Food Studies
- Principles of Accounting
- English for Hospitality and Tourism
- Kitchen Organisation and Management
- Housekeeping Management Operations
- Food Hygiene and Sanitation
- Hospitality Sales and Marketing
- Introduction to Computers and Application
- Introduction to Events Management
- Hospitality Service Management
- Business Communication Skills
- Pengajaran Malaysia or Bahasa Melayu Komunikasi 2
- Introduction to Entrepreneurial Behaviour

Year 2 (13 subjects)
- Supervision in the Hospitality Industry
- Food & Beverage Management
- Club and Resort Management
- Physical Resources Maintenance
- Hospitality Law
- Purchasing and Storage Management
- Food and Beverage Cost Control
- Entrepreneurship
- Hospitality Human Resources Management
- Hotel Convention Sales
- Industrial Training (4 months)
- Comparative Religion
- Community Services

Programme Summary
- 28 subjects including Industrial Training
- Total credits - 90

Assessment
- 60% assignments/mid-semester tests and 40% semester examination

Duration
- 2 years

Entry Requirements
- Any one of the following:
  - 3 SPM credits
  - 3 O-Level credits
  - 3 Bs in UEC
- all above required a pass in English, BM and History

Intakes
- January, April, August
DIPLOMA IN CULINARY ARTS

The HELP CAT Centre for Culinary Entrepreneurship, Department of Hospitality, conducts diploma programmes in culinary arts. In 2012, the Department of Hospitality will also conduct the Diploma in Hotel Management under the Centre for Hotel Management.

In the Diploma in Culinary Arts, the students are provided with a sound foundation not only in culinary skills but also entrepreneurial know-how.

Teaching Strategies

A modular method of teaching and learning is adopted for subjects requiring the acquisition of skills, examples being preparation of cuisine and pastry, and restaurant and bar operations. For each practical subject, students will learn the techniques in laboratory setting, followed by an opportunity to improve their effectiveness and efficiency before applying them in actual food-service settings in the Centre. This approach is more effective and efficient than the traditional class teaching as it allows for an optimal focus on techniques, sufficient practice on the part of students and immediate feedback from customers.

With a lecturer-student ratio of 1:12 for practical work, and 1:25 in theory classes, our lecturers are able to pay close attention to each individual student, giving timely feedback and facilitation in the acquisition and mastery of fundamental knowledge, efficient skills and professional attitudes.

This programme is developed in collaboration with the world-renowned Institut Paul Bocuse of France and educational philosophies are based on those of Chef Paul Bocuse himself. As such, the programme offers student 60% of learning by practice and 40% of management knowledge and skills. Graduates of the Diploma in Culinary Arts will acquire the fundamentals of the French and Chinese cuisines, and management know-how to meet the challenges of careers in the food-related industries.

The winning team of chef-lecturers and students with their prizes and medallions from the 2014 Battle of Chefs international competition

- Student Tan Jia Chee achieved Gold Medal for Fruit Flambe Category during FHM 2015
- Sunil Mahat achieved Silver Medal on Cocktail Competition during FHM 2015
- HELP CAT award winning teams at Culinaire Malaysia 2013
- Kimberly Goh with her creation
- The HELP CAT team displaying their award-winning preparation and serving skills to a judge at Culinaire Malaysia 2013.
Why Culinary Arts at HELP CAT

- A unique approach to teaching and learning of culinary arts
- Prepares highly adaptable students for the fast changing trends in the culinary industry
- Collaboration with the prestigious Institut Paul Bocuse which focuses on quality teaching and learning
- High-quality kitchen equipment with the latest technology and employing the most efficient methods
- Highly experienced faculty with proven industrial, professional and teaching track records
- Well-planned training kitchens that promote exploration of cooking techniques, teamwork, commercialism and entrepreneurship
- Focus on French and Chinese cuisine as anchors for culinary education
- A total of 60% practical learning + 40% management know-how = highly capable and employable graduates
- Small classes for a better learning environment (practical classes 1:12 and theory classes 1:25)

Programme Structure

Year 1 (14 Subjects)
- Fundamentals of Culinary Arts (Basic)
- Patisserie 1
- Restaurant Operations
- Introduction to Hospitality & Tourism
- Fundamentals of Culinary Arts (Intermediate)
- Food Science 1: Food Hygiene/Environment
- Kitchen Organisation & Management
- Pâtisserie 2
- Information Technology for Hospitality & Tourism
- French Cuisine
- English for Hospitality & Tourism
- Business Communication
- Pengajian Malaysia or Bahasa Melayu Komunikasi 2
- Introduction to Entrepreneurial Behaviour

Year 2 (15 subjects)
- Food Production Management
- Boulangerie
- Planning & Managing Food & Beverage Service
- Services Marketing
- Financial Accounting for Hospitality & Tourism
- Chinese Cuisine 1
- Food Science 2: Nutrition & Diet
- Menu Planning & Product Development
- Human Resources Management for Hospitality & Tourism
- Hospitality & Foodservice Law
- Entrepreneur Planning
- Managerial Accounting for Hospitality & Tourism
- Comparative Religion
- Community Services
- Chinese Cuisine 2

Year 3
- Industrial Training (4 months)

Programme Summary

- Diploma programme of 2 years & 4 months
- 30 subjects plus Industrial Training
- Total credits - 92

Assessment
60% assignments/mid-semester tests and 40% semester examination

Duration
2 years 4 months

Entry Requirements
Any one of the following:
- 3 SPM credits
- 3 O-Level credits
- 3 Bs in UEC
all above required a pass in English, BM and History

Intakes
January, April, August
PROFESSIONAL ACCOUNTING PROGRAMMES

“China needs 10 million accountants; Malaysia needs 60,000 accountants and there are only 31,000 now. So there is enough work for you to meet those targets. We will help you...working together in partnership. A few years ago, you attained Gold status; you have grown and now achieved Platinum status. A tremendous thank you from us for what you have done.”

– Mr Anthony Harbinson, President of ACCA, on conferring the Platinum Award on HELP CAT.

ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS (ACCA)

- R/344/6/0333(MQA/71118)02/20

Why ACCA at HELP CAT

- ACCA Platinum Status Approved Learning Partner (ALP).
- Approved Tuition Provider for the Big 4 like PwC
- ALP for ACCA-TalentCorp Certify Me Now! Programme
- Sole ACCA tuition provider for PSMB’s ACCA Accelerated Skills Enhancement Training (ASET) programme in 2012 and 2013
- ACCA Trainer for Petronas accounting graduates
- ACCA Licensed Computer-Based Exam (CBE) Centre
- ACCA Paper-Based Exam Centre approved by the Malaysian Examinations Syndicate
- Focused on helping students succeed via tests, mock exams & revision classes
- Class sizes that encourage active student participation for effective learning
- Provide “Best in Class” Customer Service
- Activities by the ACCA@HELP Club prepare students for the work place with skills and values plus real life experiences
- Place students on internship
- Qualified and experienced Professional Programme lecturers
- Conveniently linked by covered skybridge from Chan Sow Lin LRT station directly to HELP CAT campus (3 minutes' walk)

Programme Structure

FUNDAMENTAL LEVEL

Knowledge Module
- F1 Accountant in Business
- F2 Management Accounting
- F3 Financial Accounting

Skills Module
- F4 Corporate & Business Law
- F5 Performance Management
- F6 Taxation
- F7 Financial Reporting
- F8 Audit & Assurance
- F9 Financial Management

PROFESSIONAL LEVEL

Essentials Module
- P1 Governance, Risk and Ethics
- P2 Corporate Reporting
- P3 Business Analysis

Options (any 2 papers)
- P4 Advanced Financial Management
- P5 Advanced Performance Management
- P6 Advanced Taxation
- P7 Advanced Audit & Assurance

General Subjects
- Tamadun Islam dan Tamadun Asia
- Bahasa Melayu Komunikasi 3
- Hubungan Etnik atau Malaysian Studies
- Strategic Planning for Entrepreneurs
- Malaysian Economy
- Community Services

Entry Requirements

Any one of the following:

- 2 Principal passes in STPM / A-Levels and 5 Credits in SPM / O-Levels (including English & Mathematics)
- 5 Bs in UEC (including English & Mathematics)
- Foundation
- or equivalent

Intakes

January, July

Mr Anthony Harbinson, President of ACCA, presents the Platinum Award to Datuk Dr Paul Chan, Chairman of the HELP CAT Board of Directors, in recognition of HELP CAT’s exceptional quality of learning provision and support for ACCA students.
CERTIFIED ACCOUNTING TECHNICIAN (CAT)

Why CAT at HELP CAT
The CAT is usually studied as an introductory qualification prior to training to become a Chartered Certified Accountant through the ACCA Professional Scheme. The duration is one and a half years to complete the nine CAT papers. There is no restriction on the number of papers that can be taken in each sitting. The Certified Accounting Technician is a skilled person capable of performing highly responsible and important jobs:
- collect, check and analyse financial information
- maintain and check financial records
- receive and settle invoices from suppliers
- monitor company expenses
- complete and submit tax returns
- manage the staff payroll
- prepare company tax returns
- record receipts and payments
- audit (verifying an organisation’s accounts)
- control budgets
- write reports

In a small company, Accounting Technicians may be the only employee qualified to look after financial records, invoices and wages. In large companies, they are likely to be part of a team that includes chartered accountants, other accounting technicians and general administrators. In this case they are likely to specialise in a particular area, such as audit or tax. Increasingly, accounting technicians are also responsible for identifying how a company can improve its profits and reduce costs.

Programme Structure

INTRODUCTORY LEVEL
- FA1 Recording Financial Transactions
- MA1 Management Information

INTERMEDIATE LEVEL
- FA2 Maintaining Financial Records
- MA2 Managing Costs and Finances

ADVANCED LEVEL
- FAB Accountant in Business
- FMA Management Accounting
- FFA Financial Accounting

Options (any 2 papers)
- FTX Foundations in Taxation
- FFM Foundations in Financial Management
- FAU Foundations in Audit

General Subjects
- Pengajian Malaysia or Bahasa Komunikasi I
- Critical Thinking
- Comparative Religion

Entry Requirements
Any one of the following:
- 5 credits in SPM/O-Levels (including English & Mathematics)
- or equivalent

Intakes
January, April, July, September

World Beating Achievers

100% for ACCA F3 Financial Accounting
Heng Puay Boon (left) attained the highest marks in Malaysia for UEC Book-keeping at Chong Hwa Independent High School KL.
Scored 100% in ACCA F3 Financial Accounting at HELP CAT. Nurtured by Ms Tan Siu Mae.
10 As in both the SPM and the UEC exams.

Third in the World and First in Malaysia in ACCA F6 Taxation
Chong Ka Yee (centre) SPM 7 As student from SMK Dato’ Onn Kuala Lumpur, She was coached by Ms Ong Siyu Su.

Top in Malaysia and Second in the World for CAT FA1 Recording Financial Transactions
Koh Xin Yan (right) 10 As student from SMK Convent Bukit Nanas KL, Mentored by Mr Paul Yenn.

Ernst & Young Young Tax Professional of the Year 2013
Joel Wong, a HELP BBus (Hons) graduate; now studying in the ACCA programmes at HELP CAT. National winner of the Ernst & Young Young Tax Professional of the Year award 2013. Represented Malaysia at the International level: Young Tax Professional competition in Denmark.
DIPLOMA IN ACCOUNTANCY

The HELP CAT Diploma in Accountancy is an exciting programme offering students a solid accountancy education that allows pathways to internationally recognised accountancy qualifications. Students wishing to become a Chartered Accountant are encouraged to study this diploma course that offers 4 exemptions for the world-renowned ACCA and CIMA programmes. In addition, graduates may articulate into ‘Honours’ degree programmes in accountancy and/or finance from selected British universities. This Diploma gives school leavers a head start towards an accountancy qualification and career, a profession that is very much sought after worldwide. Students take a wide selection of subjects, namely, accounting, finance, management accounting, management, and business strategies. Equipped with the best teaching resources and facilities, HELP CAT provides students the most comprehensive accountancy education to meet the challenges in their professional examinations.

Programme Structure

- English Writing Skills
- Accounting I
- Statistics for Business
- Business Mathematics
- Business Communication
- Accounting II
- Fundamentals of Cost and Management Accounting
- Principles of Taxation
- Microeconomics
- Accounting III
- Human Resource Management
- Cost and Management Accounting
- Macroeconomics
- Business Law
- Audit I
- Accounting IV
- Finance I
- Business Taxation
- Accounting V
- Finance II
- Accounting for Management Controls
- Accounting Information Systems
- Company Law
- Audit II
- Internship
- Malaysian Studies/ Bahasa Melayu Komunikasi 2
- Comparative Religion
- Introduction to Entrepreneurial Behaviour
- Community Services

Entry Requirements

SPM/UEC/O-Levels
- Minimum of 3 credits with a pass in BM and History, or their equivalent

Intakes

January, April, August
ENGINNEERING PROGRAMMES

DIPLOMA IN ELECTRICAL AND ELECTRONIC ENGINEERING
R/523/4/0226(MQA/PA10804)10/10

Electrical & Electronic Engineering is the broadest and most dynamic of all areas of engineering. It ranges from micro-scale transistors to macro-scale network systems. This is a major sector in Malaysia's economy and it accounts for a significant output of the total manufacturing value in recent years. Your future career spans a wide sector - from aerospace to biomedical to communications, computer to robotics, microelectronics and more. The Diploma in Electrical and Electronic Engineering will prepare you to be a competent and a much sought after technologist to meet the challenges of a very fast moving industry.

Programme Structure

Year 1 (14 Subjects)
- Engineering Mathematics I
- Engineering Physics
- Engineering Drawing I
- Electrical Systems
- Engineering Mathematics II
- Electronics Instrumentation & Measurement
- Technical Communication
- Circuit Analysis
- Programming in Java
- Engineering Mathematics III
- Programming in C++
- Analogue Electronics I
- Introduction to Entrepreneurial Behaviour
- Pengajian Malaysia or Bahasa Melayu Komunikasi 2

Year 2 (15 Subjects)
- Engineering Mathematics IV or Data Structure & Algorithm
- Analogue Electronics II
- Introduction to Communication Systems
- Engineering Mathematics V or Electromagnetic Theory
- Signal & Systems
- Digital Electronics
- Solid State Devices
- Communication Electronics
- Electrical Machines & Power Systems
- Microprocessor
- Power Electronics
- Design Project
- Comparative Religion
- Community Services
- Automatic Control

Year 3
- Internship

DIPLOMA IN MECHANICAL ENGINEERING
R/521/4/0022(MQA/A7133)06/16

We are constantly re-inventing our curriculum to align with international trends and gaining worldwide acclaim and accreditation.

Our programme will give you a strong foundation in mechanical engineering knowledge and allows you to specialize according to your interest and ability. Under the internship programme you will gain experience with reputable organisations and exposure to real-world projects.

Programme Structure

Year 1 (15 Subjects)
- Engineering Mathematics I
- Engineering Physics
- Engineering Drawing I
- Statics
- Engineering Mathematics II
- Engineering Drawing II
- Electrical Systems
- Materials I
- Dynamics
- Workshop Practice
- Engineering Mathematics III
- Technical Communication
- Programming in C++
- Pengajian Malaysia or Bahasa Melayu Komunikasi 2
- Introduction to Entrepreneurial Behaviour

Year 2 (15 subjects)
- Engineering Mathematics IV or Electronic Devices & Circuits
- Materials II or Manufacturing Technology
- Fluid Mechanics
- Strength of Materials
- Engineering Mathematics V or Electrical Circuits & Machines
- Mechanics of Machines
- Mechatronics
- Mechanical Engineering Design
- Thermodynamics
- Engineering Lab & Computational Techniques
- Project Management
- Automatic Control
- Design Project
- Comparative Religion
- Community Services

Year 3
- Internship

Entry Requirements
- Minimum of 3 credits in SPM/O-Levels/UEC, or their equivalent with a pass in English, BM and History - including a credit in Mathematics and ONE relevant Science/Technical/Vocational subject AND a pass in English

Intakes
January, April, August
INFORMATION TECHNOLOGY PROGRAMMES

DIPLOMA IN BUSINESS INFORMATION SYSTEMS
• KR/1740(MQA/A6888)04/16

This programme aims to equip students with industry relevant skills in business information systems that are essential for entering the workforce as competent professionals and thus be more competitive in the global employment market. The focus is on performing business analysis, and to run and design business software. A three-month practical training/Internship is built into the programme. The areas covered include Computer Science subjects such as computer languages, multimedia and website programming, and business courses such as marketing, management, and accounting.

This programme provides a definite pathway for students to complete a degree after the completion of the diploma.

Pathways after the Diploma in Business Information Systems
• BSc (Hons) Business Information Systems from Anglia Ruskin University, United Kingdom at HELP CAT (2.5 years).
• BSc (Hons) Business Information Systems from Anglia Ruskin University, United Kingdom at Anglia Ruskin University in the United Kingdom (2 years).
• Progress to complete the Bachelors of Information Technology from the University of Queensland in 1.5 years.

Programme Structure

Year 1 (15 Subjects)
• Introduction to Information Systems
• Introduction to Problem Solving & Programming
• Introduction to Entrepreneurial Behaviour
• Introduction to Business
• Introduction to Accounting
• Computing Mathematics
• English
• Business Information Systems
• Data Management
• Communication Skills
• Internet Technology
• Business Programming with Java 1
• Electronic Commerce
• Human Computer Interaction
• Pengajian Malaysia or Bahasa Melayu Kominikasi 2

Year 2 (12 Subjects)
• Business Systems Analysis & Design
• Multimedia Technology
• Consumer Behaviour
• Visual Programming
• Management Principles
• Comparative Religion
• Business Statistics
• Advanced Web Development
• Marketing Principles
• Project Deployment
• Accounting, Decisions and Accountabilities
• Community Services

Year 3
• Internship

DIPLOMA IN COMPUTER SCIENCE
• R/A414/04495(MQA/A10899)10/19

This programme aims to equip students with industry relevant skills in computer science that are essential for entering the workforce as competent professionals and thus be more competitive in the global employment market. It also provides a definite pathway for students to complete a degree after the completion of the diploma. The programme places a special emphasis on communication skills to ensure you get a job and move on ahead quickly in the IT field.

Programme Structure

Year 1 (15 Subjects)
• Introduction to Computer & Applications
• Introduction to Problem Solving & Programming
• Introduction to Entrepreneurial Behaviour
• Pengajian Malaysia or Bahasa Melayu Kominikasi 2
• Programming in C++
• Computer Systems
• Computing Mathematics
• English
• Internet Technology
• Programming with Java 1
• System Analysis & Design
• Multimedia Technology
• Data Structure
• Communication Skills
• Discrete Mathematics

Year 2 (11 Subjects)
• Object-Oriented Analysis & Design
• Programming with Java 2
• Data Communications & Networking
• Operating Systems
• Introduction to Database
• Comparative Religion
• Software Project
• Network Programming Essentials
• Essence of Linux
• Web Programming in Java
• Community Services

Year 3
• Internship

Entry Requirements
• Minimum of 3 credits in SPM/O-Levels/UEC, or their equivalent with a pass in English, BM and History, and a credit in Mathematics

Intakes
January, April, August
THE CITY COLLEGE IN THE HEART OF KUALA LUMPUR
STATE-OF-THE-ART-FACILITIES
Activities & Events