



**KOLEJ OMEGA**

**STUDENT HANDBOOK**

**2023**

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## **1.00 Introduction and General Information**

### **1.10 Welcome Address**

Kolej Omega, formerly known as Institut Omega, was established and registered with the Ministry of Higher Education, Malaysia in 2005.

Our founding mission is to cater to the increasing demand for continuing education, particularly in the fields of Accounting and Business. From the beginning, we have adhered to the core principle of providing 'Top-Quality Education at a Fee that Offers Good Value for Money.'

At Kolej Omega, our commitment goes beyond imparting professional knowledge in Business and Accounting. We are dedicated to providing a holistic education that prepares students for the dynamic professional world.

Our courses are meticulously designed to equip you with the essential skills and expertise needed to excel in your chosen career path. With high professional knowledge and training standards, we challenge our students to achieve excellence. Our aim is to nurture a desire for nothing but the best.

A warm welcome to Kolej Omega! May your journey with us be filled with success and accomplishment in all your endeavors.

### **Our Services Guarantees**

- ❖ Admission is granted to students who meet our entry requirements and prerequisites.
- ❖ Students receive the relevant Certificate or Diploma upon successfully passing the prescribed examinations.
- ❖ In the event of any delay in the course commencement date, we commit to notifying students at least 7 days in advance. However, any course postponement will not exceed 14 days.
- ❖ We have implemented an appropriate refund policy covering course fees and related charges. This policy is applicable in cases of cancellation, non-completion, termination of the course, or breach of the standard student contract.
- ❖ The total duration of classroom learning strictly adheres to the published timetable.



**Prof. Dr. Raymond See**

Chairman, Academic Board

## **1.20 Vision, Mission, Objectives & Motto**

**Vision:** Leading the way and reaching people and communities through the Power of Learning.

**Mission:** To drive educational, economical, and cultural success by continually raising the aspirations, knowledge, and skills of individuals, communities, and businesses.

**Objectives:** Our primary objective is to prepare students for rewarding jobs in high-demand careers. Our structured programs aim to:

- Motivate independent learners to pursue the acquisition of knowledge and self-enrichment.
- Promote higher education commensurate with career advancement and personal achievement.
- Achieve short and long-term academic goals to improve students' confidence levels and self-esteem, ensuring their ability to negotiate a competitive salary while making a significant contribution to their employer.
- Offer quality education with affordable fees.
- Employ qualified lecturers to continuously implement the use of comprehensive, current teaching materials specific to the students' major of study.
- Create a lasting desire for higher education by providing a fun and rewarding learning environment.

**Motto:** "Learning for Success"

### **1.30 General Information**

Address : Suite 21.02, Level 21, Johor Bahru City Square, 106-108 Jalan Wong Ah Fook, 80000 Johor Bahru, Johor Darul Takzim, Malaysia

Tel: +607 2223533

Fax : +607 2282108

Email : admin@omega.edu.my

Website : <http://www.omega.edu.sg>

Chief Executive Officer : ceo@omega.edu.my

Program Director : director@omega.edu.my

Counselling Officer : counselling@omega.edu.my

Complaint & Feedback : feedback@omega.edu.my

### **Operating Hours**

Weekdays : 1200 hrs - 2100 hrs

Saturday : 1000 hrs - 1600 hrs

Sunday : 0900 hrs - 1700 hrs

Public Holidays : Closed

## 2.00 Courses

### 2.10 Ground Diploma in Accounting(LCCI), Level 3

<b>Course Title</b> 课程名称	Group Diploma in Accounting (LCCI), Level3 财务会计专业文凭		
<b>Awarding Organisation</b> 证书颁发机构	Pearson LCCI-UK 英国伦敦工商总会考试局		
<b>Registration &amp; Approval</b> 注册与批准		Ministry of Higher Education(MOHE), Malaysia 马来西亚高等教育部门	
<b>Accreditation</b> 认证		Malaysian Qualifications Agency (MQA) 马来西亚学术鉴定机构	
<b>Admission Requirement</b> 入学资格	SPM / UEC with One (1) Credit		

## Course Outlines

SUBJECTS	学科
Accounting	财务会计
Cost Accounting	成本会计
Management Accounting	管理会计
Business Statistics	商业统计
Advanced Business Calculations	商业计算
Pengajian Malaysia 2	马来西亚学术鉴定机构规定的必修学科
Thinking Skills	
Introduction to Comparative Religion	
Community Services	

## 2.20 Certified Accounting Technician (CAT)

<b>Course Title</b> 课程名称	<b>Certified Accounting Technician (CAT)</b> 国际特许会计员课程	
<b>Awarding Organisation</b> 证书颁发机构	<b>The Association of Chartered Certified Accountants (ACCA),UK</b> 英国特许注册会计师公会	
<b>Registration &amp; Approval</b> 注册与批准		<b>Ministry of Higher Education(MOHE), Malaysia</b> 马来西亚高等教育部
<b>Accreditation</b> 认证		<b>Malaysian Qualifications Agency (MQA)</b> 马来西亚学术鉴定机构
<b>Admission Requirement</b> 入学资格	SPM / UEC with Five (5) Credits	

### Course Outlines

SUBJECTS	学科
Paper 1 Recording Financial Transactions	会计交易
Paper 2 Management Information	资信管理
Paper 3 Maintaining Financial Records	会计记录
Paper 4 Managing Costs and Finance	成本与金融管理
Paper 5 Managing People and Systems	人士与系统管理
Paper 6 Drafting Financial Statements	财务会计
Paper 7 Planning, Control and Performance Mgt	绩效控制与管理
Paper 9 Preparing Taxation Computation	税务准备
Paper 10 Managing Finances	金融管理
Pengajian Malaysia 2	马来西亚学术鉴定机构规定的必修学科
Thinking Skills	
Introduction to Comparative Religion	
Community Services	

### **2.30 Diploma of Accountancy (DOA)**

<b>Course Title</b>	Diploma of Accountancy (DOA)
<b>Awarding Body</b>	Kolej OMEGA
<b>Registration &amp; Approval</b>	Ministry of Higher Education (MOHE)-Malaysia The National Higher Education Fund Corporation (PTPTN)
<b>Admission Requirement</b>	SPM / UEC with Three (3) Credits (including of Mathematics) and Pass in English

#### **Learning Outcomes of the Program:**

##### **1. Describe Accounting Processes:**

- Comprehensively explain accounting processes, covering financial accounting, management accounting, taxation, and auditing.
- Integrate accounting information into a broader legal, commercial, and business context.

##### **2. Perform Financial Accounting Processes:**

- Execute financial accounting processes that accurately record, measure, and report an organization's transactions and performance.
- Ensure compliance with applicable accounting standards.

##### **3. Apply Broader Accounting Issues:**

- Apply knowledge of broader accounting issues related to corporate responsibility, ethics, and governance.

##### **4. Analyze Accounting Information:**

- Analyze accounting information to evaluate cost and efficiency, assess performance and value creation.
- Evaluate the organization's achievement of strategic objectives and compliance with applicable accounting standards.

##### **5. Identify Broader Context:**

- Identify and understand the broader social, legal, economic, and business context within which accounting operates.

##### **6. Perform Management Accounting Processes:**

- Execute management accounting processes that accurately record, measure, and report the effectiveness and efficiency of the organization.
- Present information useful for managerial decision-making.

##### **7. Effective Communication:**

- Communicate effectively with management professionals and business stakeholders.
- Synthesize issues in accounting and finance, operations, marketing, people, and organizations.

##### **8. Problem Solving and Interdisciplinary Communication:**

- Solve business and commercial problems using accounting principles.
- Communicate with professionals in non-accounting disciplines of management, fostering interdisciplinary collaboration.



CODE	SUBJECTS	学科	CREDIT HOURS
DIA3001	Book-Keeping Accounting	会计基础	3
DIA3002	Quantitative Techniques I	商业统计一	3
DIA3003	Commercial Calculations I	商业计算	3
DIA3004	English for Business Foundation	商业英文基础	3
DIA3005	Economics	经济学	3
DIA3006	Mathematics	商业数学	3
DIA3007	Business Taxation I	商业税务一	3
DIA3008	Quantitative Techniques II	商业统计一	3
DIA3009	Financial Accounting I	会计	3
DIA3010	Cost Accounting I	成本会计一	3
DIA3011	Management Accounting I	管理会计一	3
DIA3012	English for Business Intermediate	商业英文	3
DIA3013	Auditing	审计学	4
DIA3014	Cost Accounting II	成本会计二	3
DIA3015	Management Accounting II	管理会计二	3
DIA3016	Professional Ethics in Accounting	专业道德	3
DIA3017	Financial Accounting II	财务会计	3
DIA3018	Financial Management	财务管理	3
DIA3019	Business Taxation II	商业税务二	3
DIA3020	Business Law I	商业法律一	3
DIA3021	Business Finance	商业金融	3
DIA3022	Employability Skills	职场技能	3
DIA3023	Business Law II	商业法律二	3
DIA3024	Computerised Accounting	电脑会计	3
DIA3025	Organisation Behaviour	企业管理	3
DIA3026	Company Law	企业法律	3
MPU2113	Pengajian Malaysia 2	马来西亚学术鉴定机构规定的必修学科	3
MPU2213	Thinking Skills		3
MPU2313	Introduction to Comparative Religion		3
MPU2413	Community Services		2

## 2.40 Short Courses

### 2.41 UBS Computerised Accounting

<b>Course Title</b> 课程名称	<b>UBS Computerised Accounting</b> UBS 电脑会计	
<b>Awarding Organisation</b> 证书颁发机构	SAGE UBS	
<b>Registration &amp; Approval</b> 注册与批准		<b>Ministry of Higher Education(MOHE), Malaysia</b> 马来西亚高等教育部
<b>Learning Objectives</b> 学习目标	<p>On completion of this paper, candidates should be able to:</p> <ul style="list-style-type: none"> <li>❖ understanding the basic concept of Computerised Accounting</li> <li>❖ track department and job profitability</li> <li>❖ enter transaction data</li> <li>❖ managing debtors and creditors</li> <li>❖ month end processing</li> <li>❖ year end processing</li> <li>❖ generate a variety of reports</li> </ul>	
<b>Course Contents</b> 学习内容	<ul style="list-style-type: none"> <li>❖ Introduction of Computerised Accounting</li> <li>❖ General Setup</li> <li>❖ Preliminary Transactions</li> <li>❖ Transaction Processing</li> <li>❖ Modify Setting and Period End Adjustment</li> <li>❖ Departmental Account</li> </ul>	

### 2.42 MYOB Computerised Accounting

<b>Course Title</b> 课程名称	<b>MYOB Computerised Accounting</b> MYOB 电脑会计	
<b>Awarding Organisation</b> 证书颁发机构	London Chamber of Commerce & Industry International Qualifications (LCCIHQ) 英国伦敦工商总会国际学术机构	
<b>Registration &amp; Approval</b> 注册与批准		<b>Ministry of Higher Education(MOHE), Malaysia</b> 马来西亚高等教育部
<b>Learning Objectives</b> 学习目标	<p>On completion of this paper, candidates should be able to:</p> <ul style="list-style-type: none"> <li>❖ setup partnership and limited liability company accounts</li> <li>❖ track department and job profitability</li> <li>❖ enter transaction data including multi-currency transaction data</li> <li>❖ manage debtors' accounts and bad debts</li> <li>❖ manage inventory</li> <li>❖ enter year-end journal entries before closing financial years</li> <li>❖ customise and generate a variety of reports</li> </ul>	
<b>Course Contents</b> 学习内容	<ul style="list-style-type: none"> <li>❖ Company Accounts</li> <li>❖ Tracking Profitability of Departmental and Jobs</li> <li>❖ Multi-Currency Transactions</li> <li>❖ Debtors Management</li> <li>❖ Creditors Management</li> <li>❖ Advanced Inventory Management</li> <li>❖ Year End Procedures and Maintenance</li> </ul>	

## **3.00 Student Support Services**

### **3.10 Confidentiality of Student's Personal Records**

Omega is dedicated to upholding the confidentiality of students' personal information and assures not to disclose any such information to third parties without prior consent from the student. However, exceptions may apply in the following cases:

- **Emergency Situations:**
  - In cases of emergency where the safety and life of the student may be compromised.
- **Legal Obligations:**
  - As required by courts or law enforcement agencies, Omega may disclose information in accordance with legal obligations.

### **3.20 Student Policies and Procedures**

#### **1. Student Identification:**

- Upon enrollment, students will be issued a student card for identification during their tenure at Omega.

#### **2. Course Materials:**

- Course notes and class kits are distributed on the first day of each semester to students who have cleared their course fees.

#### **3. Official Letters & Documents:**

- Requests for official letters and documents must be made at least 3 days in advance using the Student Request Form.

#### **4. Student Counseling Service:**

- Omega provides counseling services for personal, emotional, or study-related issues, ensuring confidentiality and free assistance.

#### **5. Promotional Offers:**

- Promotional offers are communicated through the website, brochures, and notice boards, with the management reserving the right to modify offers.

#### **6. News Update:**

- Important news and memos are posted on the notice board and the school's website. Students are expected to stay informed.

#### **7. Update of Students' Particulars:**

- Students must regularly update their contact details through the Student Portal for effective communication.

**8. Confidentiality of Students' Particulars and Data:**

- The Registrar's Office ensures the security and confidentiality of student data for internal use and regulatory submissions.

**9. Fee Payment:**

- Monthly installments must be paid through IBG to avoid administration fees. Official receipts must be retained for verification.

**10. Registration:**

- Students must enroll at least 3 days before class commencement. Deferment requests should be submitted through the Student Request Form.

**11. Course Induction (Student Administration):**

- Accepted students receive a Course Schedule detailing course specific. Any changes are communicated through notices and memos.

**12. Attendance:**

- A minimum attendance of 80% is required.

**13. Transfer within Omega:**

- Transfer requests within Omega are considered if submitted before course commencement. The drop-out policy applies for course transfers.
- For further details, students can approach the Student Care Executive.

**14. Refund Policy at Omega College:**

i) **Non-Refundable Fees:**

All registration fees paid to Omega are non-refundable.

ii) **100% Refundable Conditions:**

100% refunds are applicable under the following conditions:

- ✓ Omega fails to start the course on the commencement date.
- ✓ Omega fails to complete the course by the completion date, excluding reasons caused by students (e.g., deferment, re-sit, re-unit).
- ✓ Omega terminates the course for any reason before completion.
- ✓ Omega is in material breach of its obligations under the agreement.

iii) **Withdrawal Refund Percentages:**

If students withdraw before the start of class and for reasons other than those mentioned above (for cause), the following refund percentages apply based on the withdrawal date:

<b>Refund Percentage</b>	<b>Official Notice of withdrawal is received</b>
100%	more than thirty (30) days before the course commencement date
75%	not more than thirty (30) days before the course commencement date
25%	not more than five (5) days after the course commencement date
0%	more than five (5) days after the course commencement date

Students are advised to adhere to the stipulated timelines for withdrawal to qualify for the respective refund percentages.

### **15. Medical Certificates:**

- Students must submit the original Medical Certificate and complete the Leave Application Form at the Front Office when absent due to medical reasons.
- Only medical certificates from registered clinics, polyclinics, or hospitals are accepted.

### **16. Taking Home Leave:**

- No on-going semester home leave is allowed. Official home leave may be granted on compassionate grounds.
- Approval from the Head of School is required; apply before booking air tickets.
- Failure to inform and obtain approval leads to being treated as absent without leave.
- Application procedure:
  - Complete the Leave Application Form at the Front Office.
  - Schedule an interview with the Head of School within 48 hours.
  - If approved, submit a copy of the air ticket to the Student Care Executive.

### **17. Updating of Student Handbook:**

- Information in the handbook may be reviewed and amended; students should check at the Student Portal regularly for the latest version.

### **18. Re-enrolment:**

- Successful completion automatically leads to re-enrolment in the next level.
- Re-enrolment documents are prepared and given at least six weeks before the current course completion.
- Confirm enrolment by completing documents and making fee payment at least one month before the next course.
- Keep official receipts for payment verification.

### **3.30 Payment Methods & Channels**

- Cash
- Cheque
- IBG

ONLY Malaysia Ringgit will be accepted.

## **4.00 Policies and Regulations**

### **4.10 General Course Policies:**

1. Course fees must be paid upon enrolment through monthly instalments.
2. Monthly instalments must be paid via IBG.
3. An administrative fee of RM20.00 will be levied for unsuccessful deductions due to insufficient funds.
4. Late payment charges of \$20.00 per month will be imposed if the monthly instalment is not received by the 5th of every month.

### **4.20 Free Retake Scheme:**

1. ONLY local students who sign up for the Omega Course Package qualify for this scheme.
2. Applicable to ALL modules in each course (except ALL short courses).
3. Minimum 90% attendance is required for total lessons of each subject.
4. Students MUST have taken the same unit previously but failed the examination.
5. Students MUST sit for both internal and external (if applicable) examinations.
6. Re-attend the lesson with the same lecturer.
7. Seats are subject to availability.
8. Students MUST pay a non-refundable administrative fee of RM200.00 per subject (Complimentary Course Materials).
9. Application is subject to approval.
10. The validity of this scheme is 1 year from the date of commencement for each module.

### **4.30 Collection of Certificates & Transcripts:**

1. Students are mandatory to collect and check the physical certificates within one (1) month upon availability to ensure accuracy in the details printed.
  - ❖ Any amendments for details printed on the physical certificates within one (1) month are complimentary.
  - ❖ Amendments for details printed on the physical certificates after one (1) month are subject to an admin fee of RM130\*. (\*The admin fee may be revised from time to time)
2. Students are mandatory to collect the physical certificates within one (1) year upon availability. Otherwise, the following is applicable:
  - ❖ RM30 admin fee per year (after the 1st Year to 5th Year from the Exam Date).
  - ❖ Certificates and/or transcripts remaining uncollected within 5 years from the exam date will be destroyed.
3. No one is allowed to inquire about the result or collect the certificate/transcript on behalf of others without written/oral authorization.

#### **4.40 School Regulations:**

These regulations outline your duties and obligations as a member of the Omega community and are not directly related to your program of study.

##### **1. General Conduct:**

- ❖ All students must accept individual and collective responsibility for maintaining a healthy working and learning environment while observing proper conduct at all times within the premises of Omega.

##### **2. Appropriate Conduct:**

- ❖ Students must observe proper conduct and refrain from disruptive behavior.
- ❖ Expected conduct for maintaining good behavior includes:
  - ✓ Not being rude or behaving aggressively towards lecturers and staff.
  - ✓ Not instigating other students to cause disruption.
  - ✓ Switching off mobile phones and pagers during lessons.
  - ✓ Not leaving the class indiscriminately during lessons to answer or make phone calls.
  - ✓ Adhering to lesson schedules and being punctual.
  - ✓ Not using vulgarities.
  - ✓ Not vandalizing school properties or causing damage to school equipment.
  - ✓ Not littering in the school.
  - ✓ Not downloading illegal software or visiting pornographic websites.

##### **3. Appropriate Dress Code:**

- ❖ Students must be properly attired when attending courses in the school.

##### **4. Disciplinary Actions for Breach of Regulations:**

- ❖ Students are liable to be disciplined for any serious misconduct and/or breach of the school's rules and regulations.
- ❖ Persistent violation of rules may result in a written warning.
- ❖ Serious disciplinary action, including dismissal, will be instituted against students who continue to violate the school's rules after receiving a written warning.

##### **5. Consumption of Food:**

- ❖ Consumption of food is NOT permitted within the school premises.

##### **6. Smoking:**

- ❖ Smoking is not allowed in the school premises.

##### **7. The School's Decision:**

- ❖ The school's decision in all matters pertaining to rules, regulations, and terms and conditions shall be final.
- ❖ These regulations outline your responsibilities as a student. If you encounter difficulties related to your studies, please consult the Front Office; we are here to help you.

#### **4.50 Academic Regulations:**

##### **1. Introduction:**

- ❖ Students must acquaint themselves with academic regulations, including those specific to their registered course.
- ❖ Each student is governed by the regulations of their course, received during course induction.

##### **2. Admission into Omega:**

- ❖ Applications are considered based on academic qualifications and working experience.
- ❖ Applicants must be at least 16 years old.
- ❖ False statements may result in application rejection.

##### **3. Course Induction (Academic):**

- ❖ Introduces new cohorts to course requirements and academic expectations.
- ❖ Covers course schedule, outline, and lesson plans.

##### **4. Class Attendance:**

- ❖ Full attendance is expected, with a minimum of 75% needed to participate in school examinations.
- ❖ Non-compliance may result in disciplinary actions, including dismissal.

##### **5. School Terms and Breaks:**

- ❖ Observes national holidays and provides study breaks.
- ❖ Absence without approval for three consecutive days may result in voluntary drop-out.

##### **6. Replacement for Classes Missed:**

- ❖ Attend another class by the same lecturer or different lecturer with approval.
- ❖ Replacement must not exceed three lessons without written consent, or 50% of course fees will be charged.

##### **7. Deferment of Studies:**

- ❖ Considered if submitted two weeks before course commencement.
- ❖ Allowed for medical reasons, overseas employment, or army enlistment with documentary proof.
- ❖ Must complete the course within twice the full duration.

##### **8. Examination Schedule:**

- ❖ Held twice a year (June and December).
- ❖ Detailed schedule released two months before exams.
- ❖ Payment of fees required before exams.



9. **Examination Guidelines:**
  - ❖ Entry allowed 15 minutes before exams.
  - ❖ Prohibited items: unauthorized books, written or printed documents, phones, etc.
  - ❖ Allowed items: pens, pencils, erasers, non-programmable calculators.
  
10. **Absence from Examination:**
  - ❖ Absence without valid reasons indicates disinterest.
  - ❖ The school reserves the right to terminate studies and cancel student pass.
  - ❖ Legitimate reasons required for attending re-sit examinations.
  
11. **Publication of Examination Results:**
  - ❖ Results released within three months from the end of the examination period.
  - ❖ No result information given over the phone.
  
12. **Issuance of Transcripts/Certificates:**
  - ❖ Passing all required subjects is necessary for certificates and academic transcripts.
  
13. **Completion Certificate:**
  - ❖ Requirements include minimum 80% attendance, full completion, no outstanding fees.
  - ❖ Processing time for printing completion certificates is approximately two months from the monthly cut-off date (every 15th of the month).

#### **4.60 Feedback and Grievance Procedures:**

The school values feedback from students to enhance the learning environment. The following outlines the grievance procedures:

1. **Submission of Complaint:**
  - ❖ Complaints can be lodged verbally, through letters, faxes, or emails.
  - ❖ The Student Care Executive acknowledges the complaint within one day.
  
2. **Investigation and Recommendation:**
  - ❖ The Student Care Executive conducts an investigation to establish facts.
  - ❖ The recommendation is forwarded to the School Director.
  
3. **Director's Decision:**
  - ❖ The School Director verifies and decides to accept or dismiss the complaint.
  - ❖ A solution is offered to the student within seven days.
  
4. **Acceptance or Refusal of Solution:**
  - ❖ If the student accepts the solution, the case is considered closed.
  - ❖ The proceedings are recorded and filed.

5. **Referral to CEO:**

- ❖ If the student declines the solution, the complaint is escalated to the CEO.
- ❖ The CEO reviews the case and offers a second solution within 14 days.
- ❖ The complainant is kept informed of the status.

6. **Further Refusal and Mediation:**

- ❖ If the student still refuses the latest solution, and within 21 days, the matter may be referred for third-party mediation.
- ❖ Options include the Case Mediation Centre or the Council of Private Education for resolution as an alternative to legal proceedings.

**Note:**

- All proceedings are documented in the Complaint Log, providing information on the nature of the complaint and the time taken for resolution.