

Tarikh kemaskini:
17 APRIL 2024

INSTITUTE OF CONTINUING EDUCATION & PROFESSIONAL STUDIES (iCEPS)
JADUAL SEMINAR ePJJ SEMESTER MAC 2024 – OGOS 2024 (20242)

FAKULTI PENGURUSAN & PERNIAGAAN
DIPLOMA IN OFFICE MANAGEMENT TECHNOLOGY
(BA132/BA118)

LOKASI SEMINAR: FSK6, UiTM, PUNCAK ALAM

SEMUA SEMINAR DIJALANKAN SECARA BERSEMUKA KECUALI TARIKH BERWARNA KUNING DIJALANKAN SECARA ONLINE

SESI 1
Semester 2, 4, 6, 8

BIL. SEMINAR	TARIKH SEMINAR 5 KALI	BIL. SEMINAR (SEMINAR 1 & 5 ADALAH SEMINAR TAMBAHAN UTK *MAT111* SAHAJA)	TARIKH SEMINAR 7 KALI
SEMINAR 1 :	24 MARCH 2024 (AHAD) Online	SEMINAR 1 :	24 MAC 2024 (AHAD) Online
SEMINAR 2 :	28 APRIL 2024 (AHAD)	SEMINAR 2 :	7 APRIL 2024 (AHAD) Online
SEMINAR 3 :	12 MEI 2024 (AHAD)	SEMINAR 3 :	28 APRIL 2024 (AHAD)
SEMINAR 4 :	9 JUN 2024 (AHAD)	SEMINAR 4 :	12 MEI 2024 (AHAD)
SEMINAR 5 :	30 JUN 2024 (AHAD)	SEMINAR 5 :	26 MEI 2024 (AHAD)
		SEMINAR 6 :	9 JUN 2024 (AHAD)
		SEMINAR 7 :	30 JUN 2024 (AHAD)

MASA/ KUMPULAN	0830 - 1030	1045 - 1245	1245- 1400	1400 - 1600	1615 - 1815
SEMESTER 2					
NBT2A	<i>*MAT111*</i> <i>Mathematics with Business Applications</i> (41+1) ROOM: FSK6 11 BT24 (SEMINAR 7 KALI)	ELC151 / ELC150 Integrated Language Skills II (37) ROOM: FSK6 11 BT24		CTU152 Values and Civilization (37) ROOM: FSK6 11 BT24 /IDA153 (NON-MUSLIM)	OBM202 Document Processing Competencies (37) LAB: FSK6 11 MK10 LAB
SEMESTER 4					
KUMP NBT4A	MGT153 Introduction to Business (17) ROOM: FSK6 11 BT23	OBM210 Communication for Office Professionals (16) ROOM: FSK6 11 BT23		TAC151 Foundation Arabic (Level II) (14) ROOM: FSK6 11 BT23 OR TMC151 Mandarin II (35) Tumpang (NBMSF2A) ROOM: FSK6 12 BT25	ELC231 / ELC230 Integrated Language Skills III (18) ROOM: FSK6 11 BT23

SEMESTER 6					
KUMP NBT6A	CSC134 Computers and Information Processing (11) LAB: FSK6 11 MK10 LAB	OBM255 Office Software Application (11) LAB: FSK6 11 MK10 LAB		ELC270 English For Workplace Communications (11) ROOM: FSK6 11 BT21	ENT300 Fundamentals of Entrepreneurship (1+11) ROOM: FSK6 11 BT21
SEMESTER 8					
KUMP NBT8A	OBM340 Principles of Corporate Compliance (6) ROOM: FSK6 11 BT22	OBM345 Administrative Office Management (5) ROOM: FSK6 11 BT22		OBM320 Office Simulation (6) LAB: FSK6 11 MK10 LAB	
CONSULTATION					
MENUMPANG	ELC121 INTEGRATED LANGUAGE SKILLS 1 KUMP: NHMT2A 8.30-10.30 (Rujuk Jadual HM111)				
CONSULTATION		IDA 153 (1 orang pelajar) SESI 1 NBT2C SABTU 10.45-12.45PM			

****Tertakluk kepada Pindaan. Sila rujuk laman web iceps.uitm.edu.my untuk jadual terkini.**

Sila hubungi KPP jika ada kod kursus yang perlu didaftar tetapi tidak ditawarkan.

INDEX/REFERENCE

1. **TMC101** - Mandarin I – pelajar2 BA132/BA118 yang ambil kod TMC101 boleh mendaftar di kumpulan **NBMSF1A**.
2. **TMC151** - Mandarin II – pelajar2 BA132/BA118 yang ambil kod TMC151 boleh mendaftar di kumpulan **NBMSF2A**.
3. **IDA102/IDA153/IDA202**- untuk pelajar bukan beragama islam – **pelajar perlu hubungi KPP untuk pendaftaran kursus.**
4. Sila hubungi KPP jika ada kod kursus yang pelajar perlu ambil/daftar tetapi tidak ditawarkan.

SESI 2
Semester 1, 3, 5, 7

BIL. SEMINAR	TARIKH SEMINAR 5 KALI	BIL. SEMINAR (SEMINAR 1 & 5 ADALAH SEMINAR TAMBAHAN UTK *ECO120 & ACC106* SAHAJA	TARIKH SEMINAR 7 KALI
SEMINAR 1 :	21 APRIL 2024 (AHAD)	SEMINAR 1 :	31 MAC 2024 (AHAD) Online
SEMINAR 2 :	5 MEI 2024 (AHAD)	SEMINAR 2 :	21 APRIL 2024 (AHAD)
SEMINAR 3 :	19 MEI 2024 (AHAD)	SEMINAR 3 :	5 MEI 2024 (AHAD)
SEMINAR 4 :	23 JUN 2024 (AHAD)	SEMINAR 4 :	19 MEI 2024 (AHAD)
SEMINAR 5 :	7 JULAI 2024 (AHAD)	SEMINAR 5 :	2 JUN 2024 (AHAD)
		SEMINAR 6 :	23 JUN 2024 (AHAD)
		SEMINAR 7 :	7 JULAI 2024 (AHAD)

MASA/ KUMPULAN	0830 - 1030	1045 - 1245	1245- 1400	1400 - 1600	1615 - 1815
SEMESTER 1					
KUMP NBT1A March 2024 LCC111	LCC111 English For Communicative Competence I (25) ROOM: FSK6 11 BT24	OBM102 Introduction to Document Processing (26) LAB: FSK6 11 MK9 LAB		OBM100 Personality Development (25) ROOM: FSK6 11 BT24	CTU101 Fundamentals of Islam (24) ROOM: FSK6 11 BT24 /IDA102 (NON-MUSLIM) (1)
SEMESTER 3					
KUMP NBT3A	BBM110 Malay Language for Office Management (14) ROOM: FSK6 11 BT23	CTU263 Islam and Management (13) ROOM: FSK6 11 BT23 /IDA 202 (NON-MUSLIM)		OBM250 Office Administration (16) ROOM: FSK6 11 BT23	TAC101 Arabic (Level I) (14) ROOM: FSK6 11 BT23 OR TMC101 Mandarin I (38) Tumpang (NBMSF1A) ROOM: FSK6 12 BT29

SEMESTER 5					
KUMP NBT5A	OBM200 Executive Note-Taking (9+2) LAB: FSK6 11 MK9 LAB	*ECO120* <i>Principles of Economics</i> (14+3) ROOM: FSK6 11 BT21 (SEMINAR 7 KALI)		COM165 Public Speaking (12+2) ROOM: FSK6 11 BT21	OBM247 Records Mgt for Off Professionals (10+1) ROOM: FSK6 11 BT21
SEMESTER 7					
KUMP NBT7A	OBM260 Behaviour in Organizations (20+5) ROOM: FSK6 11 BT22	OBM301 Information and Research Skills For Office Professionals (18) ROOM: FSK6 11 BT22		OBM310 Organizing Events (21+2) ROOM: FSK6 11 BT22	ACC117 (7+2) OR *ACC106* <i>Introduction to Financial Accounting & Reporting</i> (15) ROOM: FSK6 11 BT22 (SEMINAR 7 KALI)
Consultation					IDA102 (NON-MUSLIM) Sem 1 1 orang pelajar

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- TMC151** - Mandarin II – pelajar2 BA132/BA118 yang ambil kod TMC151 boleh mendaftar di kumpulan **NBMSF2A**.
- IDA102/IDA152/IDA202-** untuk pelajar bukan beragama islam – **pelajar perlu hubungi KPP untuk pendaftaran kursus.**
- Sila hubungi KPP jika ada kod kursus yang pelajar perlu ambil/daftar tetapi tidak ditawarkan.

TARIKH-TARIKH PENTING

19 Feb.-15 Mac 2024	Pendaftaran Pelajar Baharu e-PJJ/PLK dan Taklimat Program Pelajar Baharu e-PJJ/PLK
11 Mac-1 April 2024	Pendaftaran kursus Pelajar Baharu
11 Mac-1 April 2024	Tambah dan Gugur Pendaftaran Kursus Pelajar Sarjana Muda
11 Mac-1 April 2024	Tambah dan Gugur Pendaftaran Kursus Pelajar Diploma
25 Mac-7 April 2024	Entrance Survey
2-15 April 2024	Proses Validasi Pendaftaran Kursus
23 April 2024	Tarikh Akhir Bayar Yuran
30 April 2024	Gugur Taraf
10-11 April 2024	Hari Raya Puasa
27 Mei-2 Jun 2024	Midterm Break /Perayaan Pesta Menuai (30-31 Mei 2024)
	Perayaan Gawai (1-2 Jun 2024)
10 Jun-14 Julai 2024	Student Feedback Online (SUFO)
24 Jun-7 Julai 2024	Exit Survey
8-14 Julai 2024	Minggu/Cuti Ulang kaji
15 Julai-4 Ogos 2024	Penilaian/Peperiksaan Akhir
5 Ogos-22 Sept.2024	Cuti Semester