

Tarikh kemaskini:
19 OCTOBER 2023

INSTITUTE OF CONTINUING EDUCATION & PROFESSIONAL STUDIES (iCEPS)
JADUAL SEMINAR ePJJ SEMESTER OKT 2023 – FEB 2024 (20234)

FAKULTI PENGURUSAN & PERNIAGAAN
DIPLOMA IN OFFICE MANAGEMENT TECHNOLOGY
(BA132/BA118/BM118)

LOKASI SEMINAR
SEMUA SEMINAR DIJALANKAN SECARA BERSEMUKA
DI FSK6, UiTM, PUNCAK ALAM

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 :	22 OKTOBER 2023 (AHAD)	SEMINAR 1 :	8 OKTOBER 2023 (AHAD)
SEMINAR 2 :	5 NOVEMBER 2023 (AHAD)	SEMINAR 2 :	22 OKTOBER 2023 (AHAD)
SEMINAR 3 :	19 NOVEMBER 2023 (AHAD)	SEMINAR 3 :	5 NOVEMBER 2023 (AHAD)
SEMINAR 4 :	17 DISEMBER 2023 (AHAD)	SEMINAR 4 :	19 NOVEMBER 2023 (AHAD)
SEMINAR 5 :	14 JANUARI 2024 (AHAD)	SEMINAR 5 :	3 DISEMBER 2023 (AHAD)
		SEMINAR 6 :	17 DISEMBER 2023 (AHAD)
		SEMINAR 7 :	14 JANUARI 2024 (AHAD)

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

MASA/ KUMPULAN	0830 - 1030	1045 - 1245	1245- 1400	1400 - 1600	1615 - 1815
SEMESTER 6					
KUMP NBT6A	CSC134 Computers and Information Processing LAB: FSK6 11 MK10 LAB	OBM255 Office Software Application LAB: FSK6 11 MK10 LAB		ELC270 English For Workplace Communications ROOM: FSK6 11 BT21	ENT300 Fundamentals of Entrepreneurship ROOM: FSK6 11 BT21
SEMESTER 8					
KUMP NBT8A	OBM340 Principles of Corporate Compliance ROOM: FSK6 11 BT22	OBM345 Administrative Office Management ROOM: FSK6 11 BT22		OBM320 Office Simulation LAB: FSK6 11 MK10 LAB (Consultation)	
CONSULTATION					
CONSULTATION	BA118 NBT4AC OBM155 Communication for Office Professionals (Consultation) 8.30-10.30AM Sesi 1 Sabtu	BA118 OBM182 NBT1AC (Consultation) 10.45-12.45PM Sesi 1 Sabtu		BA118 NBT8AC CTU151 (Consultation) 8.30-10.30 sesi 1 Sabtu	

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

INDEX/REFERENCE

- TMC101** - Mandarin I – pelajar2 BA132/BA118 yang ambil kod TMC101 boleh mendaftar di kumpulan **NBMSF1A**.
- TMC151** - Mandarin II – pelajar2 BA132/BA118 yang ambil kod TMC151 boleh mendaftar di kumpulan **NBMSF2A**.
- IDA102/IDA153/IDA202**- untuk pelajar bukan beragama islam – **pelajar perlu hubungi KPP untuk pendaftaran kursus.**

TARIKH-TARIKH PENTING

18 Sept.-27 Okt.2023	Pendaftaran kursus Pelajar Baharu
25 Sept.-27 Okt.2023	Tambah dan Gugur Pendaftaran Kursus Pelajar Sarjana Muda
25 Sept.-27 Okt.2023	Tambah dan Gugur Pendaftaran Kursus Pelajar Diploma
28 Okt.-13 Nov. 2023	Proses Validasi Pendaftaran Kursus
23 Nov. 2023	Tarikh Akhir Bayar Yuran
25 Dis. 2023-1 Jan. 2024	Cuti Khas Perayaan Krismas
30 Nov. 2023	Gugur Taraf
1 Jan. 2024	Cuti Tahun Baru
22-28 Jan. 2024	Minggu/Cuti Ulang kaji
29 Jan.-18 Feb. 2024	Penilaian/Peperiksaan Akhir
19 Feb.-17 Mac 2024	Cuti Semester

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 :	29 OKTOBER 2023 (AHAD)	SEMINAR 1 :	15 OKTOBER 2023 (AHAD)
SEMINAR 2 :	12 NOVEMBER 2023 (AHAD)	SEMINAR 2 :	29 OKTOBER 2023 (AHAD)
SEMINAR 3 :	26 NOVEMBER 2023 (AHAD)	SEMINAR 3 :	12 NOVEMBER 2023 (AHAD)
SEMINAR 4 :	7 JANUARI 2024 (AHAD)	SEMINAR 4 :	26 NOVEMBER 2023 (AHAD)
SEMINAR 5 :	21 JANUARI 2024 (AHAD)	SEMINAR 5 :	10 DISEMBER 2023 (AHAD)
		SEMINAR 6 :	7 JANUARI 2024 (AHAD)
		SEMINAR 7 :	21 JANUARI 2024 (AHAD)

MASA/ KUMPULAN	0830 - 1030	1045 - 1245	1245- 1400	1400 - 1600	1615 - 1815
SEMESTER 1					
KUMP NBT1A	ELC121 / ELC120 Integrated Language Skills I ROOM: FSK6 11 BT24	OBM102 Introduction to Document Processing LAB: FSK6 11 MK9 LAB		OBM100 Personality Development ROOM: FSK6 11 BT24	CTU101 Fundamentals of Islam ROOM: FSK6 11 BT24 IDA102 (NON-MUSLIM)
KUMP NBT1B	OBM100 Personality Development ROOM: FSK6 11 BT13	OBM102 Introduction to Document Processing LAB: FSK6 12 MK11 LAB		CTU101 Fundamentals of Islam ROOM: FSK6 11 BT13 IDA102 (NON-MUSLIM)	ELC121 / ELC120 Integrated Language Skills I ROOM: FSK6 11 BT13
SEMESTER 3					
KUMP NBT3A	BBM110 Malay Language for Office Management ROOM: FSK6 11 BT23	CTU263 Islam and Management ROOM: FSK6 11 BT23 IDA 202 (NON-MUSLIM)		OBM250 Office Administration ROOM: FSK6 11 BT23	TAC101 Arabic (Level I) ROOM: FSK6 11 BT23 OR TMC101 Mandarin I Tumpang (NBMSF1A) ROOM: FSK6 12 BT29

MASA/ KUMPULAN	0830 - 1030	1045 - 1245	1245- 1400	1400 – 1600	1615 - 1815
SEMESTER 5					
KUMP NBT5A	OBM200 Executive Note- Taking LAB: FSK6 11 MK9 LAB	*ECO120* <i>Principles of Economics</i> FSK6 11 BT21 (SEMINAR 7 KALI)		COM165 Public Speaking ROOM: FSK6 11 BT21	OBM247 Records Mgt for Off Professionals ROOM: FSK6 11 BT21
SEMESTER 7					
KUMP NBT7A	OBM260 Behaviour in Organizations ROOM: FSK6 11 BT22	OBM301 Information and Research Skills For Office Professionals ROOM: FSK6 11 BT22		OBM310 Organizing Events ROOM: FSK6 11 BT22	*ACC106* <i>Introduction to Financial Accounting & Reporting</i> ROOM: FSK6 11 BT22 (SEMINAR 7 KALI)
(CONSULTATION)	KIV				

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

INDEX/REFERENCE

4. **TMC101** - Mandarin I – pelajar2 BA132/BA118 yang ambil kod TMC101 boleh mendaftar di kumpulan **NBMSF1A**.
5. **TMC151** - Mandarin II – pelajar2 BA132/BA118 yang ambil kod TMC151 boleh mendaftar di kumpulan **NBMSF2A**.
6. **IDA102/IDA152/IDA202**- untuk pelajar bukan beragama islam – **pelajar perlu hubungi KPP untuk pendaftaran kursus.**

TARIKH-TARIKH PENTING

18 Sept.-27 Okt.2023	Pendaftaran kursus Pelajar Baharu
25 Sept.-27 Okt.2023	Tambah dan Gugur Pendaftaran Kursus Pelajar Sarjana Muda
25 Sept.-27 Okt.2023	Tambah dan Gugur Pendaftaran Kursus Pelajar Diploma
28 Okt.-13 Nov. 2023	Proses Validasi Pendaftaran Kursus
23 Nov. 2023	Tarikh Akhir Bayar Yuran
25 Dis. 2023-1 Jan. 2024	Cuti Khas Perayaan Krismas
30 Nov. 2023	Gugur Taraf
1 Jan. 2024	Cuti Tahun Baru
22-28 Jan. 2024	Minggu/Cuti Ulang kaji
29 Jan.-18 Feb. 2024	Penilaian/Peperiksaan Akhir
19 Feb.-17 Mac 2024	Cuti Semester