# MASTER IN OFFICE SYSTEMS MANAGEMENT-BA775
## DURATION OF STUDY: 1.5 - 2 YEARS/ 3 - 4 SEMESTERS
### *(INTAKE : MARCH & OCTOBER)*

## Synopsis

Master in Office Systems Management is a program designed to provide the new breed of executives with knowledge and insights in the field of office management and technology. This program leveraged the unique integration of three disciplines namely management, information technology, and communication. An important part of our value proposition is also the invaluable international network of academics and business practitioners who are involved in developing and participating in this program.

This program is designed,

- to take office systems management into the 21st century with cutting-edge knowledge & insights into the field of office management & technology,
- to leverage transdisciplinary integration in building the requisite skills & knowledge to take the industry to the next level,
- to successfully navigate the practical landscape of office systems management through the effective application of theory into practice,
- to…5  deepen students' knowledge of applied office 5systems management to undertake practical fieldwork leading to a doctoral degree.

## Entry Requirement

| General |
|---|
| i.  Bachelor's Degree (Hons) in business and management-related fields of study from UiTM or other universities recognized by UiTM Senate (minimum CGPA 2.75) |
| OR |
| ii.  Bachelor's Degree in business and management-related fields of study from universities recognized by UiTM Senate (minimum CGPA 2.50) **WITH** at least **5 years** of working experience at the executive level |
| OR |
| iii.  Other qualifications equivalent to Bachelor's Degree (Hons) in business and management-related fields of study recognized by UiTM Senate <br><br> Candidates without a **QUALIFICATION** or **WORKING EXPERIENCE** in related business and management areas must undergo and pass the prerequisite courses determined by the faculty and meet the minimum CGPA based on (i) to (iii) |

| Local | International |
|---|---|
| OR <br><br> Passed level 7 *Accreditation of Prior Experiential Learning* (APEL) evaluation from the Malaysian Qualifications Agency (MQA) <br><br> • Malaysian citizens only <br> • 30 years old and above upon application | Pass an interview with the Faculty Postgraduate Committee <br><br> **Language Requirements** <br><br> International applicants are required to obtain a minimum: <br><br> • Malaysian University English Test (MUET) Band 3 |

| | |
|---|---|
| • Has working experience in related areas<br>• Recognized Diploma/ A-level/ Equivalent Qualifications | • IELTS Band 5<br><br>• TOEFL: Internet-Based Test (IBT: 35 - 45); Computer-Based Test (CBT: 107 - 131); Paper-Based Test (417 - 450)<br><br>• CEFR: B1<br><br>• TOEIC: 356 - 440<br><br>• BULATS: 40 - 59<br><br>Candidates who do not have TOEFL or IELTS are required to attend six (6) months of English Proficiency Class (EPC) prior to enrolment in the program. Upon completion of the EPC program, candidates need to sit for TOEFL/IELTS/MUET examination with the score stated above. |

## Fee Structures

### Local

| FEES | TOTAL RINGGIT MALAYSIA (RM) | |
|---|---|---|
| | **Full-time** | **Part-time** |
| Fees for semester 1 | RM1,998 | RM 1,638 |
| Fees for semester 2 | RM 2,125 | RM 1,665 |
| Fees for semester 3 | RM 2,335 | RM 1,765 |
| Fees for semester 4 | | RM 1,875 |
| **TOTAL ESTIMATION FOR TUITION FEES** | **RM 6,458** | **RM 6,943** |

*ESTIMATED FEES* Subject to change
*Fees for Convocation RM210 will be charged in the final semester

### International

| FEES | TOTAL RINGGIT MALAYSIA (RM) |
|---|---|
| Fees for semester 1 | RM 7, 880 |
| Fees for semester 2 | RM 8, 870 |
| Fees for semester 3 | RM 9, 080 |
| **TOTAL ESTIMATION FOR TUITION FEES** | **RM 25, 830** |

## Programme Structures

| FULL-TIME | | |
|---|---|---|
| **Year 1** | | **Year 2** |
| Semester 1 | Semester 2 | Semester 3 |
| 1. OSM731 - Service Operations Management<br><br>2. OSM752 - Information Systems Management<br><br>3. OSM701 - Research Method<br><br>4. OCS730 - Customer Relationship Management | 1. OSM732 - Managing Organizational Change<br><br>2. OSM733 - Integrated Project Management<br><br>3. OSM740 - Organizational Communication<br><br>4. OSM754 - E-Commerce and Digital Transformation | 1. OSM766 - Academic Project<br><br>2. OSM767 - Emerging Technology Trends and Strategies<br><br>3. OSM742 - Seminar in Global Affairs |

| PART-TIME | | | |
|---|---|---|---|
| **Year 1** | | **Year 2** | |
| Semester 1 | Semester 2 | Semester 3 | Semester 4 |
| 1. OSM701 - Research Methods<br><br>2. OSM752 - Information Systems Management<br><br>3. OCS730 - Customer Relationship Management | 1. OSM754 - E-Commerce and Digital Transformation<br><br>2. OSM731 - Service Operations Management<br><br>3. OSM740 - Organizational Communication | 1. OSM733 - Integrated Project Management<br><br>2. OSM742 - Seminar in Global Affairs<br><br>3. OSM732 – Managing Organizational Change | 1. OSM767 - Emerging Technology Trends and Strategies<br><br>2. OSM766 - Academic Project |