



\* Starting from 2007, MQA's accreditation is perpetual unless stated otherwise. All accredited qualifications are subject to periodic maintenance audit to ensure continuous improvement. If the accreditation of a qualification is revoked, the cessation date will be displayed in the Malaysian Qualifications Register. Qualifications previously accredited under National Accreditation Board of (Lembaga Akreditasi Negara, LAN) have a validity period of 5 years and this information is stated in the MQR for reference purposes.

\* The verification of accreditation status of a programme will not be performed by MQA. This printed statement is sufficient for any related business.

**Bachelor in Office Systems Management (Hons.)**


**Reference Number** : MQA/SWA11963  
**Certificate Number** : 19870  
**Name of Qualification** : Bachelor in Office Systems Management (Hons.)  
**Date of Accreditation\* (dd/mm/yyyy)** : Starting 05/04/2018  
**Compliance Audit** :  
**Name of Institution** : Universiti Teknologi MARA (UiTM) Cawangan Selangor Kampus Puncak Alam  
**Address** :  
 Aras 11, Bangunan FF1  
 42300 Bandar Puncak Alam  
 Selangor  
**Telephone Number** : 03-5543 5704  
**Fax Number** : 03-5543 5721  
**E-mail** : aziza588@uitm.edu.my  
**Website** : <https://ucs.uitm.edu.my/v3/>  
**Type** : Bachelors Degree  
**MQF Level** : 6  
**NEC Field (National Education Code)** : 0416 (Secretarial and office studies)  
**Equivalency For Public Services** : Honours Degree  
**Number of Credits** : 120  
**Mode of Study** : Full + Part Time

Full Time	Weeks/Semester	Semesters	Duration
Long	17	6	3 year/s
Short	-	-	

**Duration of Study (years) :**

Part Time	Weeks/Semester	Semesters	Duration
Long	17	10	5 year/s
Short	-	-	

Starting	Weeks/Semester	Semesters	Industrial Training	Years	Credits
5/4/2018	17	6		3	120
3/8/2021	17	6 (FT); 10 (PT)		3 (FT); 5 (PT)	120

**Mode of Delivery** : Conventional  
**Remark(s)** : NA

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