



GRADUATE CERTIFICATE IN MANAGEMENT SYSTEMS ADMINISTRATION

If you are looking to develop expertise in a specialized area and broaden your knowledge base, but time and cost limitations are interfering with your ability to attend a full degree program, a PECB University Graduate Certificate may be the ideal choice for you. With these programs, we aim to serve success-driven individuals who are eager to explore and embrace new opportunities, broaden their field expertise, and gain a competitive edge in the job market. Our programs will be the vehicle for reaching your full potential, as they will cover field-related practices and the best customizable strategies and methods pertaining to the field of interest. The effect on earnings is just the tip of the certificate program-payoff iceberg, as other very important personal and professional benefits will accrue to our graduates.

A Graduate Certificate from PECB University offers you career-focused, stand-alone education, and facilitates your intellectual growth. Such programs also offer you convenient and economical means of retaining and/or acquiring new skills in a specific area.



GRADUATE CERTIFICATE PROGRAMS

PECB University Graduate Certificates offer you the opportunity to build expertise in a specialized area, develop industry specific skills, or gain the required skills to transition to a new field. These are short, multi-course academic programs.

The certificate programs are compatible with the MBA degree requirements, enabling certificate recipients to transition to a degree program and transfer credits earned towards the degree. Students who later decide to apply credits earned toward the MBA degree are required to formally apply to the program sought.

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PROGRAM SNAPSHOT

CREDITS	12
DURATION	between 6 and 24 months
WORK EXPERIENCE	A minimum of 2 years of working experience
DELIVERY MODE	Online or in-class
LANGUAGE	English
AUDIENCE	Designed for candidates seeking to broaden the knowledge and skills in Management Systems Administration



PROGRAM DESCRIPTION

The Graduate Certificate in Management Systems Administration introduces you to ISO management system standards that are regarded as groundwork when setting up and operating a management system in an organization. The objective of this program is to equip you with the required level of expertise to be able to understand an organization's current operations, analyze the areas of improvement, suggest corrective actions, monitor the progress, and ensure consistency with the requirements of the relevant standard.

Depending on the area of your interest, you may choose among a number of management system standards, each acknowledging different issues that might affect the operations of an organization. This program teaches you how to implement and document a management system while abiding to a code of practices, industrial guidance and other regulations that in turn help an organization benefit from regional and international best practices. You will further advance the competencies to be able to contribute to a more efficient use of resources, improved risk management practices, and increased customer satisfaction in an organization.

PROGRAM LEARNING OUTCOMES

- ✓ Effectively communicate management concepts and solutions to meet the requirements of various standards simultaneously and perform audits of more than one system at the same time.
- ✓ Possess the skills to institute suitable controls and preserve adequate performance throughout the organization.
- ✓ Employ skills that will improve efficiency by eliminating the need to repeat and duplicate tasks.
- ✓ Prepare to create management systems policies in an organization and explain how to enforce compliance with the requirements of the relevant standard(s).
- ✓ Critically analyze the organizational existing strategies and perform the necessary improvements to ensure consistency with the requirements.
- ✓ Develop the skills and knowledge needed to identify existing or potential weak points of operations in an organization, and show mastery in preserving the performance during and after a crisis.



CAREER OPPORTUNITIES

The Graduate Certificate in Management Systems Administration may land you empowering jobs including but not limited to the positions below:

- ✓ Management Systems Administrator
- ✓ ISO Administrator
- ✓ ISO Relationship Manager
- ✓ ISO Maintenance Manager
- ✓ Management Systems Auditor
- ✓ Certification Executive
- ✓ Compliance Auditor
- ✓ Continuous Improvement Manager

PROGRAM STRUCTURE

PROGRAM REQUIREMENTS

- ✓ Each of the Graduate Certificate programs requires completion of four (4) specialization courses; each worth three (3) credits.



FOR THIS PARTICULAR PROGRAM,
YOU SHOULD SELECT FOUR (4)
COURSES FROM THE LIST BELOW:

- ✓ IT Service Management Systems Implementation
- ✓ IT Service Management Systems Audit
- ✓ Information Security MS Implementation
- ✓ Information Security MS Audit
- ✓ Business Continuity MS Implementation
- ✓ Business Continuity MS Audit
- ✓ Quality Management Systems Implementation
- ✓ Quality Management Systems Audit
- ✓ Information Security Risk Management
- ✓ IT Corporate Governance Management
- ✓ Business Process Improvement
- ✓ Quality Assurance and Control
- ✓ Information Security Controls
- ✓ Incident Management
- ✓ Risk Management
- ✓ Disaster Recovery Management
- ✓ Cybersecurity Management
- ✓ Application Security Implementation
- ✓ Application Security Audit
- ✓ Records Management
- ✓ Medical Devices QMS Implementation
- ✓ Medical Devices QMS Audit
- ✓ Laboratory Management System Implementation
- ✓ Laboratory Management System Audit
- ✓ Oil and Gas QMS Implementation
- ✓ Oil and Gas QMS Audit
- ✓ Road Traffic Safety MS Implementation
- ✓ Road Traffic Safety MS Audit
- ✓ Energy Management System Implementation
- ✓ Energy Management System Audit
- ✓ Automotive Production MS Implementation
- ✓ Automotive Production MS Audit
- ✓ Asset Management Implementation
- ✓ Asset Management Audit
- ✓ Emergency Management
- ✓ Organizational Resilience Management
- ✓ Business Impact Analysis
- ✓ Supply Chain Security MS Implementation
- ✓ Supply Chain Security MS Audit
- ✓ Computer Forensics
- ✓ Penetration Testing
- ✓ Ethical Hacking
- ✓ Data Protection
- ✓ SCADA Security Manager
- ✓ Information Security in Health Management
- ✓ Outsourcing
- ✓ Financial Management for IT Services
- ✓ Business and Supplier Relationship management
- ✓ Anti-bribery Implementation
- ✓ Anti-bribery Audit
- ✓ Private Security Operations Implementation

APPLICATION PROCESS

PECB University aims to attract the brightest candidates who demonstrate academic excellence and motivation to benefit from our educational offerings. The university welcomes applicants of all backgrounds. Admissions selection criteria have been set on the principle of fairness and equal opportunity by assessing applicants solely on personal merits.

ADMISSION REQUIREMENTS

- ✓ Bachelor's degree from an accredited institution;
- ✓ Cumulative grade point average (GPA) of 3.0 or above;
- ✓ At least two years of relevant professional experience;
- ✓ English proficiency as demonstrated through TOEFL iBT or IELTS scores. The minimum required score for TOEFL iBT is 75, while for IELTS 6.5

DOCUMENTS REQUIRED

- ✓ Completed online application form
- ✓ Diploma and official grade transcripts
- ✓ 2 Reference letters
- ✓ English proficiency test scores
- ✓ Resume/Curriculum Vitae
- ✓ Personal statement
- ✓ Copy of an identification document (passport or similar)
- ✓ Application fee

SELECTION CRITERIA

- ✓ Academic excellence and potential
- ✓ Motivation and suitability for the program of interest
- ✓ Previous experience
- ✓ Personal qualities and competencies
- ✓ Commitment and interest



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