



INSTITUTE OF TECHNOLOGY AUSTRALIA

ACCESSIBLE HIGHER EDUCATION



Graduate Certificate of Information Systems

2007 Course Handbook

The Graduate Certificate of Information Systems consists of 4 units of the overall program and involves the equivalent of 1 trimester of full-time study (2 trimesters of part-time study).

The units making up the Graduate Diploma are:

| Code | Unit Name |
|------------|---|
| ITC 500 PG | Computer Systems Concepts |
| ITC 501 PG | Introduction to Information Systems |
| ECE 503 | E-Commerce |
| ITC 503PG | Information Systems Professional Practice |

Entry to the Graduate Certificate will require completion of a Bachelor Degree or equivalent work experience plus IELTS 5.5.

Students who only complete some parts of the Graduate Certificate material may receive a statement of attainment.

The The Institute of Technology Australia program structure aims to provide students with a structured, progressive, modular 'stepping stone' approach to study providing alternative entry and exit points to the overall The Institute of Technology Australia program.

The distinguishing learning outcomes identified by the award of a Graduate Certificate within the Australian Qualifications Framework are generally:

Understanding of a broad knowledge base incorporating theoretical concepts, with substantial depth in some areas.

Ability to analyse and plan approaches to technical problems or management requirements.

Ability to evaluate information using it to forecast for planning or research purposes.

Capability to transfer and apply theoretical concepts and/or technical or creative skills to a range of situations

Maturity to take responsibility for own outputs in relation to broad quantity and quality parameters.

Ability to take limited responsibility for the achievement of group outcomes.

The Graduate Certificate of Information Systems is designed to provide higher level

knowledge of Information Systems and its application in business whilst developing in students a greater capability for self-directed learning, and an enhanced ability to apply theory and concepts to create improvements in business-related problem situations.

The objectives of the Graduate Certificate of Information Systems are:

- a) to provide students with a broad understanding of Information Systems and its use in the business environment.
- b) to develop students understanding of the business environment
- c) to develop in students the ability to analyse how IS is being used in a situation, anticipate the management issues that will arise from that use and be able to identify and communicate potential improvements to the situation.

Unit Outline

BUS100 Business Communication & Research Skills

Prerequisites: Nil

Credit Points: 6

Unit Rationale

This unit covers the principles of effective organisation and presentation of ideas in written and oral contexts for a range of administrative applications relevant in business. The unit will generally be project based, working as far as possible with material from other units in the degree. This unit also introduces the students to researching skills and gives a strong understanding of various methodologies. Students will be encouraged to explore the intricate relationship between text, technology and audience to maximise the impact of their business reports and presentations.

The unit is divided into three modules: Communication Process, Written Communication and Research methods. Sessions covered are set out in the attached schedule.

Generic outcomes

This unit is designed for the following generic outcomes:

Oral—The ability to effectively present verbal information for a variety of purposes and audiences.

Written—Effective communication of written information in both formal and informal formats.

Information—Identification and selection of relevant sources of information. Learning to retrieve, organise and synthesise relevant data from diverse sources.

Evaluation and Critique—The ability to evaluate and critique varied paradigms and relevant points of view.

Application—The ability to identify linkages between theoretical concepts and practical applications.

Teams—The ability to work collaboratively to achieve defined outcomes

Leadership—The ability to manage teams, co-ordinate the work of colleagues and peers and foster positive group outcomes.

Independence—The ability to learn and work independently and efficiently

Growth—To continually evolve and develop intellectually curiosity

Lifetime—The commitment to life long learning and continuing development of skills necessary in career and employment.

ITC 500 PG Computer Systems Concepts

This unit is designed as an introduction to the stored program machine and how to program the machine to achieve some outcome. It establishes a common baseline of knowledge for all participants and aims to create an understanding of the core concepts of computing as well as develop skills in their practical application.

ITC 501 PG Introduction to Information Systems

Organisations use Information Systems to formalise their information and communication processes. It is in this context that IS applications are visualised, created, and managed. To be effective, practitioners require an understanding of the business use of IT. This unit provides a broad overview of the area and lays a foundation of knowledge and skills for identifying and analysing the use of Information Systems.

ECE 503 E-Commerce

E-Commerce has emerged relatively recently as a major consequence of the development of the Internet. It is something that all organisations have to be aware of and concerned about as it dramatically alters the way in which business is done and extent of the market with which it is done. However e-commerce changes the set of business risks and opportunities impacting an enterprise and must be effectively managed to achieve useful outcomes for the business. It is one of the major areas in which there is a major overlap between IT management and business management. It also presents some interesting and challenging issues in a highly dynamic and rapidly evolving environment. It is the aim of this course to develop in participants an appreciation of this important but challenging area.

ITC 503 PG Information Systems Professional Practice

The role of the IT professional is continually evolving and therefore the capabilities required to sustain such a role effectively are also expanding. In the early days of IT the professional role was synonymous with computer programming in a large corporation whilst today systems analyst, project manager, strategic planner, user support, vendor liaison, contract manager are just some of the roles that an IT professional might fill. Further, such roles are no longer confined to large corporations but stretch across the economy, and IT professionals are no longer necessarily full-time employees but often operate on a contractual and self-employed basis. IT professionals have to become just that - professional. They must therefore operate within a framework of standards, maintain and update their skills and capabilities, and develop and enhance their careers, whilst providing effective services to their clients or employers. This third-level unit builds upon prior exposure to practice skills and project management to both enhance practice skills and develop a wide appreciation of the groups, roles and institutions that constitute the IT profession.

Accreditation Statement

The Institute of Technology Australia Pty Ltd is accredited by the Queensland Minister for Education and the Arts (The Minister) via the Officer of Higher Education, Queensland (OHE), Australia. The Minister is an approved Government Accreditation Authority, as listed on the Australian Qualifications Framework Register (<http://www.aqf.edu.au/register.htm#state>). The Institute of Technology Australia Pty Ltd is listed on the AQF Register (<http://www.aqf.edu.au/register.htm#highered>) as an approved provider of higher education in Australia. All qualifications contained within this curriculum document are accredited by the aforementioned authorities, and are recognized within the Australian Qualifications Framework.

Copyright The Institute of Technology Australia Pty Ltd 2005

Information is correct at time of publication. The Institute of Technology Australia Pty Ltd reserve the right to update and amend course material.

Suite 7, Level 9
320 Adelaide Street
Brisbane Qld Australia

www.iota.edu.au

Tel: + 61 7 3832 7611
Fax: + 61 7 3832 7655
Email: contact@iota.edu.au