Graduate Certificate in Information Management (Records Management) (IT75)

Year offered: 2011
Admissions: No
Course duration (part-time): 2 semesters
Domestic Fees (indicative): 2011: Full fee tuition $7,375 (indicative) per semester
Assumed knowledge: See Entry Requirements
Preparatory studies: For information on acquiring assumed knowledge visit http://www.qut.edu.au/assumed-knowledge
Total credit points: 48
Course coordinator: Associate Professor Helen Partridge
Campus: Gardens Point

Course Update
From semester one, 2009 this course will not be available for commencing students. IT73 will only be available for continuing students. New students - please refer to IT43. IT73 continuing students should contact the course coordinator, Helen Partridge for enrolment or progression advice via enquiry.scitech@qut.edu.au or 3138 2782.

Unit Incompatibility/Translation Information
Details on the translation and incompatibility of old and new units is located here:
Postgraduate Translation Table
If you have completed the unit(s) listed under the “Translation Unit Codes” column you are not permitted to enrol in the listed new code.

Further Information
For further information about this course, please contact:
Helen Partridge
Phone: +61 7 3138 2782
Email: enquiry.scitech@qut.edu.au

IT75 Graduate Certificate in Information Management (Records Management)

Course Structure 2009
From semester one, 2009 this course will not be available for commencing students. IT45 will only be available for continuing students. New students - please refer to IT43. Please contact enquiry.scitech@qut.edu.au for any enquiries.

Core Units
IT Elective

INN330 Information Management
INN690 Minor Project 1

Choose one unit from the following
INN122 Organisational Databases
INN530 Web Content Reliability

Potential Careers:
Librarian.

UNIT SYNOPSES

INN122 ORGANISATIONAL DATABASES
Databases are a key feature in modern organisational systems. Stores of data are the prerequisite for organisational knowledge and are the substance of technology applications. Databases underpin all technologies, platforms and application areas such as online transactions (e.g. shopping), health information systems, web services, e-government, banking and geographical information systems. Corporate Systems Managers understand how databases are used in business domains and the benefits gained from capturing, storing and retrieving quality data to assist organisational planning and decision making. Professionals who understand the privacy and legislative requirements as they pertain to database security and management are increasingly in demand.

Antirequisites: INB122, ITB362, ITN365
Equivalents: ITN122
Credit points: 12
Contact hours: 3 per week
Campus: Gardens Point Teaching period: 2011 SEM-1

INN330 INFORMATION MANAGEMENT
The aim of this unit is to provide you with an awareness of the activities in which IM professionals are engaged within various organisational contexts. You will use case studies and introduce yourself to the strategic and analytic elements that comprise information management activities. These activities include the alignment of enterprise information and business planning, enterprise information policy, evaluation of information resources & systems and applications of the information inventory.

Antirequisites: INB330
Equivalents: ITN266
Credit points: 12
Contact hours: 3 per week
Campus: Gardens Point Teaching period: 2011 SEM-2
INN530 WEB CONTENT RELIABILITY
The primary aim of this unit is a capstone experience for you, to prepare you for entry to your profession. While the primary aim is the development of your professional skills, you will also have the opportunity to listen to and learn from real world work experiences from industry experts working in this field. You will have the opportunity to reflect on how your studies or previous life experiences have prepared you for this type of work. Through this observation and reflection process you will develop an introductory knowledge of the principles of web content management as they are applied in organisations today. You will develop an appreciation of the tasks, issues, practices, principles and policies required for dynamic forms of web architecture, and you will begin to explore the development of skills required to work with and manage content management systems.

Prerequisites: INN330  
Equivalents: ITN278  
Credit points: 12  
Campus: Gardens Point  
Teaching period: 2011 SEM-1

INN690 MINOR PROJECT 1
The aims of this unit are to help you acquire necessary skills in a problem domain, and to enable you to conduct a well-defined project with specific outcomes within a precisely defined project plan. This unit also teaches you how to prepare a well written project report.

Assumed knowledge: Completion of at least 48 credit points of Postgraduate level IT units is assumed knowledge.  
Credit points: 12  
Campus: Gardens Point  
Teaching period: 2011 SEM-1, 2011 SEM-2 and 2011 SUM