

Diploma of Business Information Systems (DIPBIS)

1. About the Diploma of Business Information Systems

The Diploma of Business Information Systems (DipBIS) is a program, developed to provide an exit point for entry-level work within the ICT industry. It has been developed to provide graduates with the skills and knowledge to administer and manage information systems in a range of businesses using organisational skills.

The course objective is to develop graduates with technical competence and ability to interpret information to participate in generating solutions to common workplace problems.

Graduates can expect to work in support based roles in information system management and business, using skills developed in networking, IT support, database development, programming and web development.

Graduates will begin to develop skills to make effective ICT business decisions with emerging understandings of project management and how the changing technological landscape impacts on contemporary businesses.

The DipBIS course, and subject design and development, are the result of a collaborative curriculum design process culminating in the production of an on-campus and interactive online experience designed to meet the needs of students and their future careers.

The DipBIS offers a mix of business and technical knowledge essential for almost every business regardless of industry.

This course offers an opportunity for graduates to develop the following foundational skills:

Workplace/technical skills:

- Ability to work between highly technical teams and operational/managerial teams in an organisation, translating diverse needs and deriving possible solutions.
- An understanding of how business works including strategic planning, objectives and operations.
- Emerging technical expertise to work with and maintain data systems.
- Project management skills to assist with ICT projects.

Professional development skills:

- Research and problem-solving skills to maintain and develop a sound professional practice.
- Capacity to self-regulate learning through self-reflection.
- Ability to operate ethically and sustainably in an ICT focused business.

Graduate employment opportunities

Graduates may find a range of career pathways and employment opportunities including:

- Support personnel for Business process and requirements analysis

- Database administrator assistant
- E-marketing and communications assistant
- Information centre operator
- Information systems/operations administration assistant
- Online content specialist
- ICT Project administrator

Course Overview

Course Title	Diploma of Business Information System (DIPBIS)		
Study Options – Domestic Australian students	Full-time – on campus Part-time – on campus Online	Study Options – International students	International students on a student visa must not enrol into any more than a third or 33% of online subjects over their course and must study at least one subject that is face to face in each trimester. International students on a student visa are required to study full time, i.e. the student must complete a minimum of 1.0 EFTSL of study per year.
Start Dates	February, June, September For specific dates visit the website .	Course Length	Full Time: 1 year Accelerated: 0.5 year Part-time: Options available
Payment Options - Domestic Australian students	Upfront payment This means tuition fees will be invoiced each trimester and payment is required on or before the due date. FEE-HELP FEE-HELP is Australian Government’s loan scheme for higher education degree courses. It can assist you in paying for all, or part of, your course fees. Repayments commence via the tax system once your income rises above a minimum threshold. Just like with any other debt, a FEE-HELP debt is a real debt that impacts your credit rating.	Payment Options – International students	Upfront payment This means tuition fees will be invoiced each trimester and payment is required on or before the due date.
Course study requirements	Each subject involves 10 hours of study per week, comprising 3 hours of facilitated study and 7 hours self-directed study.	Assessment	Group discussions, individual analytical assignments and group assignments, participation and invigilated exams.
Locations	Brisbane, Sydney, Melbourne, Adelaide	Delivered by	Torrens University Australia
Provider	Torrens University Australia Ltd is registered as a self-accrediting Australian university by the Tertiary Education Quality and Standards Agency (TEQSA).	CRICOS Course Code	0100552
Provider obligations	Torrens University is responsible for all aspects of the student experience, including the quality of course delivery, in compliance with the Higher Education Standards 2015	Accrediting body	Torrens University Australia Limited ABN 99 154 937 005, CRICOS Provider Code: 03389E. RTO No. 41343
Course Fees	For details, refer to the website .	Any other fees	For details, refer to the website .

2. Essential requirements for admission

The general admission criteria that apply to Torrens University Australia courses can be located by visiting the Torrens University Australia website - <https://www.torrens.edu.au/general-admission-information-for-torrens-university-australia-ltd>.

3. Student Profile

The table below gives an indication of the likely peer cohort for new students in this course. It provides data on students who commenced in this course in the most relevant recent intake period, including those admitted through all offer rounds and international students studying in Australia.

Applicant background	Trimester one / Full year intake [2020]	
	Number of students	Percentage of all students
(A) Higher education study (includes a bridging or enabling course)	0	0%
(B) Vocational education and training (VET) study	0	0%
(C) Work and life experience (Admitted on the basis of previous achievement not in the other three categories)	0	0%
(D) Recent secondary education: <ul style="list-style-type: none"> • Admitted solely on the basis of ATAR (regardless of whether this includes the consideration of adjustment factors such as equity or subject bonus points) • Admitted where both ATAR and additional criteria were considered (e.g. portfolio, audition, extra test, early offer conditional on minimum ATAR) • Admitted on the basis of other criteria only and ATAR was <i>not</i> a factor (e.g. special consideration, audition alone, schools recommendation scheme with no minimum ATAR requirement) 	0 0 0	0% 0% 0%
International students	<5	N/P
All students	2	100%

Notes: "**<5**" – the number of students is less than 5.
N/A – Students not accepted in this category.
N/P – Not published: the number is hidden to prevent calculation of numbers in cells with less than 5 students.

4. Admission Criteria

Title of course of study	Diploma of Business Information System (DIPBIS)
Applicants with higher education study	<p>A completed higher education qualification at AQF level 5 (diploma) or above, or equivalent, from an Australian University or another accredited higher education provider</p> <p>OR</p> <p>Successful completion of at least 1 EFTSL (equivalent full-time student load, or one full year) of an AQF level 6 (Associate Degree) or above, or equivalent, from an Australian University or another accredited higher education provider</p>
Applicants with vocational education and training (VET) study	<p>A completed vocational education qualification at AQF level 4 (Certificate IV) or above, or equivalent, from a registered training organisation (RTO)</p> <p>OR</p> <p>Successful completion of at least 1 EFTSL (equivalent full-time student load, or one full year) of an AQF level 5 (Diploma) or above, or equivalent, at a registered training organisation (RTO)</p>
Applicants with work and life experience	<p>Demonstrated ability to undertake study at the required level:</p> <ul style="list-style-type: none"> • broadly relevant work experience (documented e.g. CV), demonstrating a reasonable prospect of success; OR • formal, informal or non-formal study, completed or partially completed, demonstrating a reasonable prospect of success; OR • written submission to demonstrate reasonable prospect of success.
English Language Proficiency (applicable to international students, and in addition to academic or special entry requirements noted above)	Equivalent IELTS 5.5 (Academic) with skills band no less than 5.5
Applicants with recent secondary education (within the past two years) with ATAR or equivalent* (for applicants who will be selected wholly or partly on the basis of ATAR)	Year 12 with minimum ATAR 50 or equivalent.

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<p><i>*ATAR profile for those offered places wholly or partly on the basis of ATAR in <u>T1 2020</u>:</i></p> <table border="1"> <thead> <tr> <th>(ATAR-based offers only, across all offer rounds)</th> <th>ATAR (OP in QLD) (Excluding adjustment factors) *</th> </tr> </thead> <tbody> <tr> <td>Highest rank to receive an offer</td> <td>0</td> </tr> <tr> <td>Median rank to receive an offer</td> <td>0</td> </tr> <tr> <td>Lowest rank to receive an offer</td> <td>0</td> </tr> </tbody> </table> <p><i>Notes: * "<5" – indicates less than 5 ATAR-based offers were made</i></p>		(ATAR-based offers only, across all offer rounds)	ATAR (OP in QLD) (Excluding adjustment factors) *	Highest rank to receive an offer	0	Median rank to receive an offer	0	Lowest rank to receive an offer	0
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Highest rank to receive an offer	0								
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5. How to apply

Through a TAC

- <http://www.uac.edu.au>

Via direct application to the institution

- <https://apply.torrens.edu.au/>

6. Advanced standing/academic credit/recognition of prior learning (RPL)

You may be entitled to credit for prior learning, whether formal or informal. Formal learning can include previous study in higher education, vocational education, or adult and community education. Informal learning can include on the job learning or various kinds of work and life experience. Credit can reduce the amount of study needed to complete a degree.

Applicants admitted based on prior higher education study may be eligible for Advanced Standing in the form of credit and/or recognition of prior learning (RPL) under the Torrens University Australia [Credit Policy](https://www.torrens.edu.au/policies-and-forms) - (<https://www.torrens.edu.au/policies-and-forms>).

- Students with completed subjects may be eligible for specified credit and/or elective exemptions
- Students who have completed a qualification at AQF level 5 (diploma) or above may be eligible for block credit (where a block credit agreement exists)
- Students with a mix of formal study and informal and/or non-formal learning may be eligible for recognition of prior learning in addition to any credit approved.

Credit will not be applied automatically. Applicants must apply for credit and/or RPL as early as possible prior to each study period, with applications not accepted after week 2.

For further information about credit and recognition of prior learning please see <http://www.torrens.edu.au/apply-online/course-credits>.

7. Where to get further information

- Torrens University Australia (TUA) Website
 - <https://www.torrens.edu.au/>
- Universities Admissions Centre (UAC) Website
 - <http://www.uac.edu.au/>
- Quality Indicators for Learning and Teaching (QILT) Website
 - <https://www.qilt.edu.au/>

8. Additional Information

Course Structure

The Diploma of Business Information Systems course structure is comprised of 8 subjects (80 credit points), six core subjects and two elective subjects at Level 100.

*Electives available to students may be chosen from the elective bank (please refer to the Course Structure on the Student HUB) or can be taken from any Torrens University undergraduate course (pre-requisites permitting) with approval from the Program Director (or delegate).

Course Rules

To be awarded the Diploma of Business Information Systems, the candidate must satisfactorily complete 80 credit points over 8 subjects as outlined in the Course Structure. Each subject has a value of 10 credit points.

Subjects

SUBJECT DETAILS
SUBJECT TITLE, DESCRIPTOR
<p>BIZ101 Business Communications</p> <p>The aim of this subject is to provide you with the knowledge and skills to enhance your personal effectiveness, employability, and academic success. This subject introduces you to the concepts of business communications and transferable academic skills.</p> <p>You will examine the different stakeholders and communication contexts which occur in the internal and external business environment, developing the skills and knowledge to effectively interpret and deliver messages in a variety of business situations. This subject will provide you with essential business skills in information literacy, presenting, writing, academic integrity and the use of technology.</p>
<p>BIZ102 Understanding People and Organisations</p> <p>The aim of this subject is to develop an understanding of modern organisations, their structure and how people collaborate within these structures to achieve the organization’s strategic objectives and deal with the uncertainty of the 21st Century economy.</p> <p>This knowledge will form a foundation of theoretical knowledge about organisational behaviour that will be built on in future subjects. Moreover, it will develop the student’s emotional intelligence and the understanding of their strengths and their application in the business context. These learning objectives will be achieved through a mixture of theoretical readings, class discussions and group projects focusing on how theoretical concepts apply to the work environment. Additionally, reflective journals will be used to apply theory to develop the students own professional capability.</p>
<p>MIS100 Foundations of Information Systems</p> <p>This subject provides a context for information systems by exploring computer architecture - specifically hardware, software and peripherals.</p> <p>You will be introduced to the key concepts and technologies of information systems that drive change and support organisations to achieve strategic goals. This includes the application of business information systems, data and information management, disruptive technologies and issues such as ethics, privacy and security. You</p>

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will gain insights into the technologies that are disrupting and transforming society both now and into the future.
<p>PRO100 Information Systems Project Management</p> <p>This subject will introduce you to the knowledge, tools, and techniques used in managing projects successfully through a project life cycle. The language used by practitioners in conjunction with the terminology recognised by the Project Management Institute (PMI) is explored. You will consider Project Management (PM) knowledge areas and process groups of the Project Management Body of Knowledge (PMBOK) guide, which will include initiating, planning, executing, monitoring and controlling, and closing a project. You will also incorporate the skills, concepts and techniques of agile project management (APM).</p>
<p>MIS102 Data and Networking</p> <p>The management of data underpins most aspects of information systems at both theoretical level and the application in real life situations. Data are often stored in a distributed environment and its management requires you to build an understanding of data networking, data communication, MS windows and network administration. This subject sets the foundations for many subsequent subjects in this course.</p>
<p>MIS201 Database Fundamentals</p> <p>This subject focuses on the importance of data for an organisation and the challenges involved when collecting, storing and managing data.</p> <p>This subject explores different database design and modelling techniques, manage data anomalies and the process of data integration.</p> <p>Students will examine the need for database design and programming in today's organisational environment.</p> <p>Students are required to choose an additional 2 elective subjects.</p>

*Note that some of the above subjects have pre-requisite requirements.

Locations

The Bachelor of Business Information System can be studied fully online or at the below Torrens University Campuses:

- Queensland (Brisbane)
- New South Wales (Sydney)
- Victoria (Melbourne)
- South Australia (Adelaide)
- Online

Campus Facilities and Services

All campuses are designed to provide students with professional spaces in which to learn and work. They have been planned with student study needs in mind with well-equipped accessible learning spaces as well as student breakout areas for group work and spending time with friends.

A positive student experience

Torrens University Australia values the importance of a positive student experience, and therefore has robust processes to resolve student complaints. The Student Complaints Policy, and associated procedures, can be accessed from the [website](https://www.torrens.edu.au/policies-and-forms) (<https://www.torrens.edu.au/policies-and-forms>).

Paying for your qualification

We offer two payment options for this course:

- **Upfront payment**
If you want to complete your qualification debt-free you can choose to pay as you go. This means tuition fees will be invoiced each semester and payment is required on or before the due date using EFTPOS, credit card or direct transfer.
- **FEE-HELP**
FEE-HELP is Australian Government's loan scheme for higher education degree courses. It can assist you in paying for all, or part of, your course fees. Repayments commence via the tax system once your income rises above a minimum threshold. Just like with any other debt, a FEE-HELP debt is a real debt that impacts your credit rating.

Further information about FEE-HELP, including eligibility, is available at:

- FEE-HELP website:
<http://studyassist.gov.au/sites/studyassist/help-payingmyfees/fee-help/pages/fee-help>
- FEE-HELP booklets:
<http://studyassist.gov.au/sites/studyassist/helpfulresources/pages/publications>

Austudy and Abstudy

Students enrolled in this course may be eligible for government assistance, such as [Austudy](#) or [Abstudy](#).