

ASIA PACIFIC INTERNATIONAL COLLEGE PTY LTD

Bachelor of Business Information Systems (BBIS) and Diploma of Business Information Systems (DipBIS)

1) About the Bachelor of Business in Information Systems and the Diploma of Business Systems

a. Bachelor of Business Information Systems

Award	Bachelor of Business Information Systems (BBIS)
AQF Level	AQF 7
Typical Duration	3 years
CRICOS Code	085159G
Units of Study	24

Description

The business environment has changed dramatically over the last decade through globalisation, an explosion in information and smart systems, and global connectivity. The nature of information management has changed from that of creating systems from first principles to cloud based globalised systems that can handle and process vast amount of data ubiquitously. IS2010 states:

"IS professionals must design and implement information technology solutions that enhance organizational performance. Students must therefore:

- Possess skills in understanding and modelling organizational processes and data, defining and implementing technical and process solutions, managing projects, and integrating systems within and across organizations.
- Be fluent in techniques for acquiring, converting, transmitting, and storing data and information, including those related to data quality.
- Focus on the application of information technology in helping individuals, groups, and organizations achieve their goals within a competitive global environment."

The Bachelor of Business Information Systems was developed after an extensive research and consultation period to better understand the needs of business and industry and ensure that graduates will be well equipped to meet those needs. As part of the process the College held dialogue with a wide variety of individuals and business leaders, leading academics and professional bodies. The aim was to understand what skills, knowledge and capabilities are needed in the current business context, and those which will be essential in the emerging global economy in an era of transnational mobility.

As a graduate of this program you will gain:

- Analytical and problem-solving skills
- Specific knowledge and expertise in business information systems
- Expertise in business, and project management
- Skills to participate in the planning, creation and delivery of business endeavours and initiatives
- Enhanced leadership, communication and presentation skills
- A sound understanding of dynamics of industry, government and global business

Career Outcomes

APIC's Bachelor of Business Information Systems is designed to give graduates expertise to perform in a key role in defining the information needs of the future, and shaping information systems that underpin organisational and individual performance and facilitate performance in the global economy.

Globally today, there is an acute shortage of qualified business information systems professionals. Go back 10 years ago and the demand was for information technology professionals. As more and more software production is outsourced to countries with lower labour costs, the employment prospects are for those who can define, design, acquire and implement information systems at enterprise and global levels, utilising solutions that span both business and information technologies. Successful graduates must possess a broader skill sets and have a more strategic view of information systems as a key enabler of business efficiency and success. APIC's Bachelor of Business Information Systems has been designed specifically to nurture this class of professionals who are very much in demand and are currently well remunerated.

Accreditation

All formal award courses offered by APIC, including the Bachelor of Business Information Systems, are accredited by the Tertiary Education Quality and Standards Agency and included in the National Register of Higher Education Institutions and Courses.

Course Learning Outcomes

Knowledge

Graduates of the Bachelor of Business Information Systems will have:

- A broad and coherent knowledge of business and management, and an understanding of how to design, create and deploy information systems as an enabler of business innovation and competitiveness (particularly technology-enabled businesses);
- Sufficient understanding of project management theory and practice to manage capability acquisition, deliver enterprise solutions and improve organisational performance;
- In depth knowledge of the role of information requirements and technology innovation in today's business and government;
- Knowledge and awareness of the information environment in enterprise architecture, and how it relates to individual business functions and processes; and
- Knowledge of enterprise-level business management including risks and statutory requirements.

Skills

Graduates of the Bachelor of Business Information Systems will have:

- Cognitive skills to undertake basic research and to analyse and evaluate new information, concepts and evidence from a range of business, industry, and academic sources;
- Cognitive skills to analyse and evaluate organisational processes, information requirements, reasoned solutions and source alternatives;
- Cognitive and technical skills to facilitate design and management of enterprise architecture, security of data and infrastructure, and management and control of IT risks;
- Cognitive and creative skills in identifying and exploiting opportunities facilitated by technology innovations; and
- Communication skills to facilitate working effectively with people and in teams and to present clear and coherent information in recognised and expected business, professional and academic formats.

Application of knowledge and skills

Graduates of the Bachelor of Business will demonstrate the application of knowledge and skills:

- Through the resolution of problems; the practice of technical functions, for instance, in accounting, project management, statistics, general management and economics; the application of initiative and innovation; and effective planning and decision making within a business environment
- Through the identification, implementation, and evaluation of innovative, professional, business practice
- With responsibility and accountability for their own learning and professional practice and ethical standards, and in collaboration with others within a business or industry environment

Structure

Bachelor of Business Information Systems	Credit hours	Credit points
Semester 1		
SBM3101 Professional Development and Business Communication	60	6
SBM4101 Foundations of Information Systems	60	6
SBM4102 Data and Information Management	60	6
SBM4103 Introduction to Programming	60	6
Semester 1	240	24
Semester 2		
SBM4104 IT Infrastructure	60	6
SBM4201 Systems Analysis and Design	60	6
SBM4202 IS Strategy, Management and Acquisition	60	6
SBM3204 Sustainability and Ethics	60	6
Semester 2	240	24
Year 1 total	480	96
Semester 3		
SBM4203 Management Information Systems	60	6
SBM4301 Innovation and New Technologies	60	6
Elective	60	6
Elective	60	6
Semester 3 total	240	24
Semester 4		
SBM3302 Project Execution Planning and Management	60	6
SBM4302 IT Audit and Controls	60	6
Elective	60	6
Elective	60	6
Semester 4	240	24
Year 2 total	960	96

Semester 5		
SBM4303 Enterprise Architecture	60	6
SBM4304 IS Security and Risk Management	60	6
Elective	60	6
Elective	60	6
Semester 5	240	24
Semester 6		
SBM3307 Project Development and Optimisation	60	6
SBM4305 IS Project Management	60	6
Elective	60	6
Elective	60	6
Semester 6	240	24
Year 3 total	1440	144
Electives List		
SBM3305 Organisational Development	60	6
SBM3305 Organisational Development	60	6
SBM3104 Introduction to Business Law	60	6
SBM3105 Foundations of Accounting	60	6
SBM3202 Leadership and Governance	60	6
SBM3203 Strategic Planning	60	6
SBM3205 Human Resource Management	60	6
SBM3206 Project Management Fundamentals and Practices	60	6

To be eligible to graduate from the Bachelor of Business Information Systems, students must successfully complete 24 units in total comprising 16 core units: SBM3101; SBM4101; SBM4102; SBM4103; SBM4104; SBM4201; SBM4202; SBM3204; SBM4203; SBM4301; SBM3302; SBM4302; SBM4303; SBM4304; SBM3307; SBM4305; plus eight elective units.

Possible Exit Point: Diploma of Business Information Systems

Please note: Not all units are offered in every semester.

Duration

The Bachelor of Business Information Systems may be studied in full-time and/or part time modes, allowing students complete flexibly. The normal full-time duration is 3 years (6 semesters).

The number of units undertaken in each semester can be varied to suit individuals, subject to the total duration of candidature not exceeding 9 years (18 semesters), and subject to any conditions as advised at the time of enrolment.

Please note the part time mode is not available to holders of a student visa, who are not a citizen of Australia or New Zealand, or who are not an Australian permanent resident, or who are a temporary resident of Australia.

Delivery Method

All units of study are hosted on the College's Online Learning System (OLS), and lectures are generally delivered face-to-face for campus-based students. All tutorials are also conducted under close academic supervision. Students have uninterrupted access to course information, library and other learning resources, and learn from a highly qualified faculty, many of whom have considerable industry experience. The OLS manages the whole process; it has a formalised structure, framework and processes, and regulates the entire delivery process in each semester, providing 24-hour access to course information and learning resources.

Other learning resources include:

- Lecture notes and suggested readings.
- Sample assignments and case studies.
- E-Library.
- EBSCO Library.

APIC's e-Library hosts a collection of specialised papers and presentation slides often not found in the online databases, and includes a mix of academic and industry-focused studies in project, business and general management. The collection is always expanding as more resources are obtained

b. Diploma of Business Information Systems

Award	Diploma of Business Information Systems (DipBIS)
AQF Level	AQF 5
Typical Duration	1 year
CRICOS Code	085158G
Units of Study	8

Description

The Diploma of Business Information Systems has been designed as a foundation qualification which equips students with the fundamentals of information systems in business enterprises in a practical manner. It allows students the opportunity to progress to further study and gain up to 1-year credit to study the Bachelor of Business Information Systems at APIC, or a variety of other bachelor degree programs. Students who opt to pursue an employment opportunity and not continue their tertiary studies will be better prepared with excellent knowledge and perspectives on business and information systems to assist them to find gainful employment in a range of fields and commence a rewarding career.

The Course objectives are summarised below:

- Learn the basics of business information systems to develop your career as an Information Systems Professional through further studies or relevant professional development programs.
- Learn the basics of business and management in a coherent and meaningful manner.
- Learn the basics of business law.
- Enhance your academic and study skills.
- Develop a good understanding of real life business and information management challenges.
- Familiarise yourself with the extent of studies needed to develop your career in this field.

Career Outcomes

Students completing the Diploma of Business Information Systems can either gain entry-level employment with a multitude of organisations or obtain credit to complete the Bachelor of Business Information Systems, and subsequently, progress to the Master of Business Management or the Master of Business Administration

at APIC. Alternatively, graduates can seek entry with credit into a range of bachelor degree programs in a multitude of courses and programs in business information systems and allied disciplines. In short, completion of the Diploma of Business Information Systems can open up multiple opportunities to young graduates.

Accreditation

All formal award courses offered by APIC, including the Diploma of Business Information Systems are accredited by the Tertiary Education Quality and Standards Agency and included in the National Register of Higher Education Institutions and Courses.

Course Learning Outcomes

Knowledge

Graduates of the Diploma of Business Information Systems will have:

- Knowledge of the theories, concepts, and principles of business, management, and project management, and of the design, creation and deployment of information systems;
- Knowledge of the information requirements in today's businesses and government; and
- Knowledge and awareness of the information environment in enterprise architecture and how it relates to individual business functions and processes, managing risks and statutory requirements

Skills

Graduates of the Diploma of Business Information Systems will have:

- Cognitive skills to analyse and evaluate information, concepts and evidence from a range of business, industry and academic sources
- Cognitive and technical skills to present reasoned arguments and analysis of key business and technical data
- Cognitive and technical skills to analyse, plan, and design the management of enterprise architecture, security of data and infrastructure, and to manage and control IT risks;
- Communication skills to present clear information in professional business and academic formats

Application of knowledge and skills

Graduates of the Diploma of Business Information Systems will demonstrate the application of knowledge and skills:

- Through the practice of technical functions, effective planning, and decision making within a business environment
- Through the identification and evaluation of effective professional business practice
- Through the management and control of Information Systems and technology risk
- With responsibility and accountability for their own professional practice, and in collaboration with others within a business environment

Structure

Diploma of Business Information Systems	Credit hours	Credit points
Semester 2	240	24
Semester 1		
SBM3101 Professional Development and Business Communication	60	6
SBM4101 Foundations of Information Systems	60	6
SBM4102 Data and Information Management	60	6

Diploma of Business Information Systems	Credit hours	Credit points
SBM4103 Introduction to Programming	60	6
Semester 1	240	24
Semester 2		
SBM4104 IT Infrastructure	60	6
SBM4201 Systems Analysis and Design	60	6
SBM4202 IS Strategy, Management and Acquisition	60	6
SBM3204 Sustainability and Ethics	60	6
Semester 2	240	24
Year 1 total	480	48

To be eligible to graduate from the Diploma of Business Information Systems, students must successfully complete nine core units: SBM3101; SBM4101; SBM3103; SBM4102; SBM4103; SBM4104; SBM4201; SBM4202; SBM3204.

Exit Point: Diploma Business Information Systems or continue onto the Bachelor of Business Information Systems.

Please note: Not all units are offered in every semester.

Duration

The Diploma of Business Information Systems may be studied in full-time and/or part time modes, allowing students complete flexibly. The normal full-time duration is 1 years (2 semesters).

The number of units undertaken in each semester can be varied to suit individuals, subject to the total duration of candidature not exceeding 3 years (6 semesters), and subject to any conditions as advised at the time of enrolment.

Please note the part time mode is not available to holders of a student visa, who are not a citizen of Australia or New Zealand, or who are not an Australian permanent resident, or who are a temporary resident of Australia.

Delivery Method

All units of study are hosted on the College's Online Learning System (OLS), and lectures are generally delivered face-to-face for campus-based students. All tutorials are also conducted under close academic supervision. Students have uninterrupted access to course information, library and other learning resources, and learn from a highly qualified faculty, many of whom have considerable industry experience. The OLS manages the whole process; it has a formalised structure, framework and processes, and regulates the entire delivery process in each semester, providing 24-hour access to course information and learning resources.

Other learning resources include:

- Lecture notes and suggested readings.
- Sample assignments and case studies.
- E-Library.
- EBSCO Library.

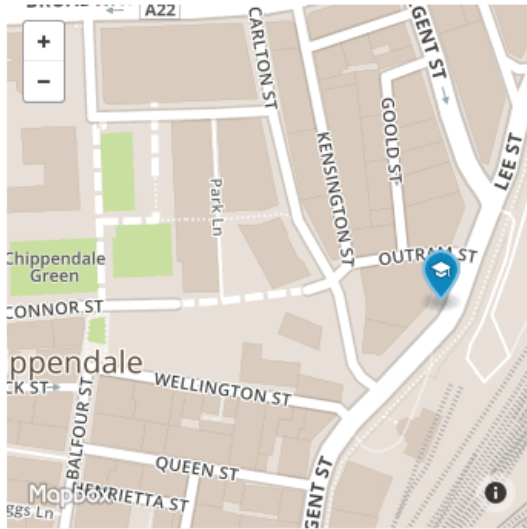
APIC's e-Library hosts a collection of specialised papers and presentation slides often not found in the online databases, and includes a mix of academic and industry-focused studies in project, business and general management. The collection is always expanding as more resources are obtained.

c. Campus locations

The Bachelor of Business Information Systems and the Diploma of Business Information Systems can be studied at both our Sydney and Melbourne campuses.

APIC's campuses are centrally located in the cities of Sydney (Chippendale) and Melbourne (CBD) and easily accessible by public transport. Both campuses are accessible for students with disabilities.

Sydney Campus



Address:
55 Regent St, Chippendale, NSW 2008

Melbourne Campus



Address:
399 Lonsdale Street, Melbourne, VIC 3000

General information about studying for the Bachelor and Diploma of Business Information Systems, such as facilities and staff, and bridging and enabling courses that could lead to enrolment in this course, can be found on the College website at www.apicollege.edu.au and http://apicollege.edu.au/APICPDF/Information_Set_Institution.pdf

2) Essential requirements for admission

APIC applies admission criteria, English language proficiency, and professional employment experience requirements (where applicable) similar to those of comparable universities and higher education institutions in accordance with the Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act).

APIC is committed to recruiting students in an ethical and responsible manner and to that end provides prospective students with current and accurate information in print, or through referral to an electronic copy, regarding the requirements for admission into APIC courses, including the minimum levels of English language proficiency, educational qualifications, work experience (if required), and whether Recognition of Prior Learning may be available. (refer [Credit Arrangements and Recognition of Prior Learning Policy](#))

All applications for admission to an APIC course are evaluated, and qualifications, experience and English language proficiency are validated. Applications are processed in accordance with APIC's established pre-admissions and admissions procedures. (refer 9. Verifying Applicants' Documents and Academic and English Language Credentials)

APIC is committed to ensuring the equitable and open implementation of this policy, including a commitment to incorporating affirmative consideration of educational disadvantage which may have been experienced by

applicants who can demonstrate their readiness to undertake higher education study. Notwithstanding these commitments APIC is bound by its obligations to both the Privacy Act 1988 and the Migration Act 1958.

The College ensures that course admission requirements do not present unreasonable barriers to access. College admission and enrolment processes include provision for applications for additional consideration from students who:

- are Aboriginal and Torres Strait Islander people;
- are from culturally and linguistically diverse backgrounds;
- are a mature aged applicant;
- have a disability or long term medical condition;
- have difficult circumstances (family or background); and/or
- have suffered disadvantage in their prior academic performance.

Such requests should be made in writing and submitted with the course on-line application. (refer [Equity and Diversity Policy](#))

3) Admission criteria

The admission criteria for all APIC courses including assessment of the applicant's academic qualifications and English language proficiency as well as professional experience can be found at

<http://apicollege.edu.au/APICPDF/APIC Academic Entry Requirements.pdf> and also at <http://apicollege.edu.au/APICPDF/Information Set Institution.pdf>

Bachelor Degrees

The following admission criteria apply to all courses at APIC that lead to the award of an AQF Level 7 qualification. Additional English language requirements for international students are provided below.

Applicants must have successfully completed:

- Year 12 in Australia with a minimum ATAR of 65; *OR*
- the equivalent to an Australian Year 12 at a recognised overseas institution with an equivalent minimum ATAR of 65; *OR*
- a Certificate IV (AQF 4) or higher awarded by a recognised higher education/vocational; *OR*
- a General Certificate of Education Advanced Level (GCE A) with three or more C Grades; *OR*
- a Global Assessment Certificate with an average Grade of 65% or higher; *OR*
- an International Baccalaureate.

Applicants who do not meet the formal entry requirements may be considered on a case by case basis.

Diplomas

The following admission criteria apply to all courses at APIC that lead to the award of an AQF Level 5 qualification. Additional English language requirements for international students are provided at below.

Applicants must have successfully completed:

- Year 12 in Australia with a minimum ATAR of 55; *OR*
- the equivalent to an Australian Year 12 at a recognised overseas institution with an equivalent minimum ATAR of 55; *OR*
- a Certificate IV (AQF 4) or higher awarded by a recognised higher education/vocational institution; *OR*
- a General Certificate of Education Advanced Level (GCE A) with three or more D Grades; *OR*
- a Global Assessment Certificate with an average Grade of 55% or higher; *OR*
- an International Baccalaureate.

Applicants who do not meet the formal entry requirements may be considered on a case by case basis.

ATAR Profile for those offered places wholly or partly on the basis of ATAR in Semester 1, 2017

ATAR-based offers only, across all offer rounds	ATAR (Excluding adjustment factors)	Selection Rank
Highest rank to receive an offer *	L/N	L/N
75 th percentile rank to receive an offer #	L/N	L/N
Median rank to receive an offer #	L/N	L/N
25 th percentile rank to receive an offer #	L/N	L/N
Lowest rank to receive an offer *	L/N	L/N

Notes: * L/N – indicates low numbers if less than 5 ATAR-based offers made
N/P – indicates figure is not published if less than 25 ATAR-based offers made

Applicants with work and life experience

APIC recognises both formal and informal (uncredentialed) learning for the purposes of assessing applications for recognition of prior learning, and for assessing eligibility for admission to award courses which specify relevant work experience in the admission criteria, refer to the [Guidelines for Recognising Uncredentialed Learning](#).

The recognition of uncredentialed learning is an acknowledgement by the College that students have demonstrated professional knowledge, skills, and application of knowledge and skills equivalent to the Course and Unit Learning Outcomes for the course and unit(s) for which recognition of uncredentialed learning is being granted.

The recognition of uncredentialed learning further acknowledges that informal learning affords students opportunities to have gained the necessary professional attitude, and attitude to personal development to succeed in formal learning.

Professional knowledge, skills, and experience must be current and relevant to the course and unit(s) for which recognition of uncredentialed learning is being granted, refer [Recognition of Prior Learning Policy](#)

The assessment process requires the student to clearly articulate and demonstrate their successful prior achievement of the relevant Course and Unit Learning Outcomes for which they are applying. The level and duration of a student's professional experience is in itself only relevant as a demonstrated source of learning.

Applications for recognition of uncredentialed learning for the purposes of gaining credit towards the completion of an enrolled award course are lodged directly with Student Services at the campus at which the student is enrolled.

Due to the additional complexity in assessing uncredentialed learning, applications for recognition of uncredentialed learning must be lodged with Student Services no less than 20 working days prior to the census date in each semester to allow time for these to be assessed and any variations to unit enrolments completed prior to the census date.

Applications for recognition of uncredentialed learning may vary according to the student's range of experiences and will normally be accompanied by a portfolio of evidence including, and not limited to, the following:

- a current curriculum vitae, with details of employment history including duration and level of appointments, and summaries of responsibilities;
- examples of work produced, including any publications;

- certified copies of statements from employers confirming employment history;
- in the case of self-employment, a copy the ABN registration and a statutory declaration confirming the nature of the business and duration of self-employment in the business;
- evidence of any professional development activities or leadership roles at the community, state or national level;
- a self-assessment or critical reflection of the professional knowledge and skills gained and how these map to the relevant Course and Unit Learning Outcomes;
- a learning and development plan identifying professional and personal learning needs and areas where additional formal learning is required to achieve all the relevant Course and Unit Learning Outcomes and Graduate Attributes; and
- other written evidence as requested.

To be considered officially certified copies, documents must be certified by a Justice of Peace or by an authorised.

In addition to supplying a portfolio of evidence, students may be required to participate in an interview or complete a challenge assessment task to validate their achievement of the relevant Course and Unit Learning Outcomes.

Notification of the outcomes for applications for recognition of uncredentialed learning will be given to students by the Registrar.

APIC units for which recognition of uncredentialed learning is granted will not be awarded marks and grades and therefore will not contribute towards the student's Grade Point Average, refer to the [Award of Grades Policy](#)

The maximum recognition of uncredentialed learning that will be granted is up to 50% of the enrolled course, refer to the [Recognition of Prior Learning Policy](#).

4) How to apply

Students apply online through the College website <http://apicollege.edu.au/>

On-line applications are processed with 24 hours of receipt by the College. If the application is complete, an offer will be made within 48 hours of receipt of the application. If the application is not complete, the applicant will be contacted to supply the missing information.

Further details of the admission procedure, and required documentation, can be found at <http://www.apicollege.edu.au/policies/Admissions-Procedure.pdf>

5) 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.

APIC aims to ensure that all students complete their courses in the shortest possible time. Eligible students will be granted the maximum recognition of prior learning for successfully completed courses and subjects, uncredentialed learning, or relevant work experience <http://apicollege.edu.au/courses/applying-for-rpl/>

APIC's [Credit Arrangements and Recognition of Prior Learning Policy](#) describes the underlying principles that inform the granting of recognition of prior learning to eligible students in undergraduate and postgraduate coursework award courses at APIC.

APIC's on-line form enables student to apply directly to the College for RPL credit
http://apicollege.edu.au/FORMS_ONLINE/rpl-new/rpl.html

6) Student profile

The table below gives an indication of the likely peer cohort for new students at APIC in the Bachelor of Business Information Systems and Diploma of Business Information Systems. It provides data on students that commenced undergraduate study and passed the census date in the most relevant recent intake period for which data are available, including those admitted through all offer rounds and international students studying in Australia.

Applicant background	Semester One 2017	
	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) Recent secondary education:		
• Admitted solely on the basis of ATAR (regardless of whether this includes the impact of adjustment factors such as equity or subject bonus points)	0	0%
• Admitted where both ATAR and additional criteria were considered (e.g. portfolio, audition, extra test, early offer conditional on minimum ATAR)	0	0%
• Admitted on the basis of other criteria only and ATAR was not a factor (e.g. special consideration, audition alone, school's recommendation scheme with no minimum ATAR requirement)	0	0%
(D) Work and life experience (Admitted on the basis of previous achievement other than the above)	0	0%
International students	90	100%
All students	90	100%

Notes: L/N - Low numbers: the number of students is less than 5.

N/A - Data not available for this item

N/P - Not published: the number is hidden to prevent calculation of numbers in cells with less than 5 students.

7) Where to get further information

Further information can be found at:

- APIC website – www.apicollege.edu.au
- TEQSA national register - <http://www.teqsa.gov.au/national-register>
- QILT website - <https://www.qilt.edu.au/>
- Information on appeals and grievance processes should you wish to dispute an APIC admission or enrolment decision. - [Student Grievance and Appeals Policy](#)