



University of London External Programme

Diploma Computing and Information Systems Programme Specification 2007-08

General Information	
Programme title	Diploma in Computing and Information Systems
Final award	Diploma in Computing and Information Systems
FHEQ level of final award	Certificate 'C' Level
Associated programmes (including short courses)	BSc in Computing and Information Systems
FHEQ level of associated award(s)	Honours 'H' Level
Awarding body	University of London
Lead College	Goldsmiths College
Programme Director	Dr David Brownrigg
Mode of study	Distance Learning but admission to a full or part-time programme of study at an institution is compulsory
Programme accredited by	Not accredited by any other body
Programme started	1996
Study year start date	1 September, 1 January or 1 May
Relevant QAA subject benchmarks	Computing http://www.qaa.ac.uk/academicinfrastructure/benchmark/statements/computing07.pdf
Registration period	Minimum 2 years; Maximum 5 years
Average time to graduation	2 years
Teaching Institution attendance required?	Students are required to attend for tuition at a suitable institution permitted to teach the Diploma. (See prospectus for list of permitted institutions)

Admission Details	
Intake quota	None
Admissions requirements	<p>Students who wish to register for the Diploma:</p> <ul style="list-style-type: none"> • Must normally be at least 17 years of age before 1 September in the year of registration and • Must have passed a minimum of four subjects (which must include Mathematics) at Grade C or above at GCSE/GCE O level or an equivalent examination and • Must provide evidence acceptable to the University of competence in English (for this purpose, it may be necessary for students to have passed a recognised test of proficiency, at the appropriate level, within the last five years) and • Must have been admitted to a full or part-time course of instruction at an institution which is permitted to teach the Diploma.

	<p>The specific hardware and software required by students as described in the prospectus and Student handbook will be provided by the institutions which are permitted to teach the Diploma.</p> <p>Refer to the Diploma Computing and Information Systems Programme Regulations that are reviewed annually.</p>
Possible exemptions	A student who has gained a pass in a mathematical subject such as GCE 'AS' level or an equivalent qualification may apply for exemption from <i>2910001 Mathematics for Business</i> .
Credit and transfer/progression arrangements	Applications for credit from students and graduates of the University of London will be considered on a discretionary basis.
	Credits are given to students who have University of London qualifications; students can be credited with the same or equivalent subject previously passed and the mark they achieved will carry.

Programme Outcomes	
Distinctive features of the Programme	<p>The programme develops the ability to solve technical problems and also to agree robust solutions to incomplete or ill specified scenarios typical of business environments.</p> <p>Graduates are adequately equipped to perform information system functions for large scale organizations and to bridge the gap of language and understanding that often exists between technical and non-technical management.</p>
Possible routes to further study	A student registered for the Diploma may progress to the BSc CIS upon successful completion of the Diploma, or may apply to transfer to Goldsmiths College into Level 2 of CIS, or into one of the other two programmes that have their first year in common with CIS, <i>Computer Science and Internet Computing</i> . Graduates may also wish to apply to another British University, the <i>Student Handbook</i> and the <i>Prospectus</i> for further details.
Possible graduate employment routes	Graduates of the Diploma would be expected to become technically competent professionals who are able to comprehend management requirements for the organization in business terms and to find employment in public and private sector organizations – in roles from system design to project management (backed with the technical knowledge to evaluate and redirect progress in provision of robust, upgradeable systems.)

Programme Content and Structure	
Learning aims, objectives and intended outcomes	<p>Subject Specific Skills Students will be expected to have developed the mathematical and computer programming skills needed to become an effective computing professional.</p> <p>Intellectual Skills Graduates from the programme will be expected to have developed the ability to write reports in a creative, critical and disciplined manner.</p> <p>Key Skills Students who successfully complete the programme should have sufficiently developed communicative competence in order to allow them to undertake further study at degree level or independent workplace based activities.</p>

<p>Learning and teaching methods, including support, guidance, materials provided and study requirements</p>	<p>A registered student will be provided with the following materials every year by the institution at which he/she is registered:</p> <ul style="list-style-type: none"> • Programme Regulations, containing full details of syllabuses, programme structure etc. • A students handbook containing academic advice and practical study information. • <i>Studying for a Degree</i> - by Patrick Dunleavy • A booklet containing assignments and instructions on how to submit the assignments. • Past examination papers and Examiners' reports. • Subject guides for each unit studied - these guides introduce the topics within the syllabus and should be used alongside the textbooks that are recommended. Textbooks are the main focus of a student's study and some may need to be bought others accessed from a library. • Some of the subject guides have accompanying CD-ROMs which contain information such as: <ul style="list-style-type: none"> ❖ Searchable subject guides in HTML and PDF form ❖ Interactive exercises ❖ Audio and animated graphics material to provide additional support for key concepts ❖ A hyperlinked glossary of terms. <p>Students also have access to a student-to student network - this allows registered students to communicate with each other and to provide mutual support.</p> <ul style="list-style-type: none"> •
<p>Programme structure</p>	<p>The programme consists of five compulsory units as follows:</p> <p>Mathematics for business [2910001]</p> <p>Mathematics for computing [2910102]</p> <p>Information systems: foundations of e-business [2310108] Or Introduction to information systems [2910105] (<i>last year examination in 2005 except for re-sits</i>)*</p> <p>Introduction to computing and the internet [2910110] (<i>last examination in 2005 except for re-sits</i>)*</p> <p>Introduction to Java and object-orientated programming [2910109]</p> <p>And all students are required to follow a first year course in <i>Study Skills in English</i>. This is not examined by the University but students are required to follow the course until the institution that they are attending considers that they have completed the course to a satisfactory standard.</p> <p>In the year that a student first enters for examination <i>Mathematics for Business</i> must be taken, unless exemption has been granted. In the first examination entry, only two units may be taken. In subsequent years, students may offer a maximum of three units.</p> <p>Refer to the Diploma Computing and Information Systems Programme Regulations that are reviewed annually.</p>
<p>Syllabus</p>	<p>Refer to the Diploma Computing and Information Systems Programme Regulations that are reviewed annually.</p>
<p>Programme Regulations</p>	<p>Refer to the Diploma Computing and Information Systems Programme Regulations that are reviewed annually. http://www.londonexternal.ac.uk/current_students/general_resources/regulations/index.shtml</p>
<p>Assessment methods,</p>	<p>The assessment for most units of the Diploma Computing and Information Systems is by unseen written paper and coursework. Students must satisfy the</p>

including the proportion of the different methods used	examiners in both elements of the assessment. The results given for a unit where coursework is required will be a combination of the mark for the written paper and the mark for the coursework.
Marking scheme and classification criteria	<p>In order to obtain the Diploma a student must pass examinations in all five units and complete the <i>Study Skills in English</i> to a satisfactory standard.</p> <p>The diploma is awarded with Distinction, Merit, Credit and Pass. In order to obtain a Diploma with a given classification a candidate will normally be required to achieve at least three marks in or above the corresponding mark range. The examiner must also be satisfied that there is sufficient strength in the remaining papers.</p> <p>Mark Range Class Equivalent</p> <p>70 and over Distinction 60 – 69 Merit 50 – 59 Credit 35 – 49 Pass 34 and below Fail</p>
Estimated study hours overall	It is estimated that for each course unit a student will need to allow at least 250 hours. It is expected that a student will have 90 hours per unit contact time in lectures, practicals and tutorials with a qualified teacher. The extra time will then be spent in working through your lecture notes and subject guide, in consulting textbooks and, very importantly, in working through the exercises that your local tutor advises.
Intellectual development (rational of progression through programme)	<p>Students studying the Diploma must take classes in <i>Study Skills in English</i> in their first year.</p> <p>The Diploma courses provide the foundations of the mathematical modelling of systems, the use and basic design of computers and the place of computers in business practices and an introduction to programming.</p> <p>On completion of the Diploma a student will have reached the same stage development as a degree student who has completed Level 1.</p>

Quality Assurance	
Particular indicators of quality	<ul style="list-style-type: none"> • The Department of Computing was audited by the Quality Assurance Agency in May 2004, receiving a very positive review of the CIS programme • Visiting and intercollegiate examiners consistently comment that standards are in line with other University of London colleges and comparable British higher education institutions and, as the CIS programme reflects national academic standards, external students may also apply to transfer to another British university. Consult the student handbook for further information • The Department of Computing is looking into British Computer Society accreditation for the programme
Methods of assuring, evaluating and improving quality and standards of the programme	<p>The University of London statute 66 (2), states that: ‘Candidates granted degrees and other awards shall have attained the same academic standard irrespective of mode or place of study or examination.’ Degrees and Diplomas awarded to External students are, therefore, examined to the same standard as those granted to Internal students of the University.</p> <p>In support of this statute, the External Programme and individual Lead Colleges share responsibility for ensuring the quality of External provision. The Quality Assurance Framework for the External Programme defines this shared responsibility and covers areas including:</p>

	<p><i>The bidding process</i></p> <p>External programmes must undergo validation & approval under Lead College mechanisms and with reference to national QAA benchmark statements.</p> <p><i>Student and programme management</i></p> <p>This includes the admission, registration and progression of students, establishment of assessment procedures and appointment of boards of examiners.</p> <p><i>System wide matters</i></p> <p>Academic policy and development is the responsibility of the External System Lead Colleges Committee, the membership of which is made up of representatives of all the Lead Colleges at Vice-Principal level. The qualifications framework for External programmes outlines the different levels of undergraduate and postgraduate study and the awards which may be made to External students.</p> <p><i>Systematic reporting and the review process</i></p> <p>External Examiners make annual reports on assessment procedures and standards set and achieved. Annual Programme Reports provide annual summaries of programme information. These reports are considered and acted on as part of an annual review process.</p>
<p>Programme validation/approval</p>	<p>This programme commenced before the introduction of the current Quality Assurance framework for External programmes. Future programme approval or revalidation would be undertaken at Goldsmiths College by the Programme Approval and Review Sub-Committee of Academic Committee and then recommended to Academic Board.</p>
<p>Appointment of External Examiners</p>	<p>External Examiners help to match provision against national standards and are nominated by the Department of Computing and appointed by Goldsmiths College. It is the Department's policy to nominate the same External Examiners for internal and external boards.</p>
<p>Student feedback mechanisms</p>	<p>External Programme wide student feedback mechanisms are currently under development therefore no standard data is available yet.</p>