

Edith Cowan University

I. EDUCATIONAL PROVIDER INFORMATION

1 Institution/ Organisation	School of Computer and Information Science Edith Cowan University		2 Country: Australia
3 Full Address	2 Bradford Street, Mt Lawley, Western Australia , Australia 6050		
4 Full Address	2 Bradford Street, Mt Lawley, Western Australia, Australia 6050		
5 Telephone:	(61)+(8)+(9370 6296)		
6 Facsimile:	(61)+(8)+(9370 6100)		
7 E-mail:	k.anderson@cowan.edu.au		
8 Website:	http://www.scis.ecu.edu.au/		
9 Persons Responsible:	a. For All Programs: Professor Tony Watson Head of School	b. For Archives/Records Programs: Dr Karen Anderson Coordinator, Archives and Records Program	c. For Student Information: Natacha Suttor Student Support Officer
<i>Email of above persons:</i>	a.watson@ecu.edu.au	k.anderson@cowan.edu.au	n.suttor@ecu.edu.au
10 Further Information:	<p>Anderson, K., Brogan, M. & Pederson, A. (1999) At a distance: perspectives on recordkeeping education. <i>Place, interface and cyberspace: archives at the edge 1998 Conference Proceedings</i>, Australian Society of Archivists, Inc. Fremantle, 1998.</p> <p>Anderson, K. (1995). Distance learning: a new approach to archival education. <i>Archives and manuscripts: the journal of the Australian Society of Archivists</i>, 23 (1), 48-59.</p> <p>Edith Cowan University. School of Computer and Information Science Courses http://www.scis.ecu.edu.au/courses/index.asp</p>		

II. ADDITIONAL INFORMATION ABOUT PROVIDER & ARCHIVES/RECORDS PROGRAMS OF STUDY

1 Background and general description of archives/ records program:	<p>The Graduate Diploma, the first fully distance education course in archives and records management commenced in 1994, followed by the Records Management Minor in 1996, an undergraduate program available with any undergraduate major course of study. The Master of Information Services, a three-semester professional coursework master degree commenced in 2000. For managers who need an understanding of the theory and practice of records management. It is intended for students who want an introduction to industry best practice, knowledge and skills underlying the management of corporate and societal memory contained in records and documents.</p>
2 Academic/training year:	<p>Month (start) <u>February</u> Month (end) <u>November</u> Number <u>2</u> semesters containing number <u>17</u> of weeks</p>
3 Language(s) of instruction:	<p>English</p>
4 Credentials conferred:	<ol style="list-style-type: none"> 1) Records Management Minor 2) Executive Certificate in Records Management 3) Graduate Certificate of Information Services (Archives and Records Stream) 4) Graduate Diploma of Science (Information Services) Archives and Records Stream; 5) Master of Information Services (Archives and Records Stream)
5 Teachers/ instructors in archives/records:	<p>F/T: 2 Lecturers P/T: 0</p>
6 Student/ teacher ratio:	<p>State number <u>22</u> of students for each F/T equivalent teacher</p>
7 Areas of concentration or specialisation featured:	<p>Electronic Recordkeeping</p>
8 Quality assurance: Is there a quality assurance program such as accreditation or endorsement by professional bodies?	<p>State YES or NO: YES Details: Courses recognised by Australian Society of Archivists, Inc: 1) Graduate Diploma of Science (Information Services) Archives and Records Stream; 2) Records Management Minor Records Management Association of Australia: 1) Graduate Diploma of Science (Information Services) Archives and Records Stream; 2) Records Management Minor</p>

III. DETAILS OF ACADEMIC PROGRAMS CONFERRING FORMAL ARCHIVES/RECORDS QUALIFICATIONS:

Name of Archives/Records Program of Study	Hours of Instruction	Number of Courses/Subjects	Delivery Mode & Percentage of Program in Mode	Entry Re-quirements	Estimate of Annual Cost of Tuition in (US\$)
1. Records Management Minor Course code: MIRMGT)	270 hours (90 credit points)	6	Online distance education via WWW 100%. Students MUST have access to a computer capable of accessing the internet	Tertiary Entrance examination & language proficiency	\$700 (Australian residents)
2. Executive Certificate in Records Management (Course code: 866)	180 hours (60 credit points)	4	Online distance education via WWW 100%. Students MUST have access to a computer capable of accessing the internet	High school + 2 years' work experience in recordkeeping	\$2000 (Australian residents) \$2200 (non-Australian residents students)
3. Graduate Certificate of Information Services (Archives and Records Stream) (Course code: P44/F21)	180 hours (60 credit points)	4	Online distance education via WWW 100%. Students MUST have access to a computer capable of accessing the internet	3-year undergraduate degree in a discipline other than archives and records & language proficiency	\$2000 (Australian residents) \$2200 (non-Australian residents students)
4. Graduate Diploma of Science (Information Services) Archives and Records Stream (Course Code: P45/D37)	360 hours (120 credit points)	8	Online distance education via WWW 100%. Students MUST have access to a computer capable of accessing the internet	3-year undergraduate degree in a discipline other than archives and records & language proficiency	\$4000 (Australian residents) \$4500 (non-Australian residents students)

Name of Archives/Records Program of Study	Hours of Instruction	Number of Courses/Subjects	Delivery Mode & Percentage of Program in Mode	Entry Re-quirements	Estimate of Annual Cost of Tuition in (US\$)
5. Master of Information Services (Archives and Records Stream) (coursework) (Course Code: Q44 /H46)	450 hours (180 credit points)	11	Online distance education via WWW 100%. Students MUST have access to a computer capable of accessing the internet	3-year undergraduate degree in a discipline other than archives and records & language proficiency	\$ (Australian residents) \$ (non- Australian residents students)
6. Doctor of Philosophy (Information Science) (Course Code L11)	Thesis (540 credit ponts)		Residential (100%)	Undergraduate degree with 2A Honours or better, or a relevant Master degree which has a substantial research component	

IV. DETAILS OF TRAINING AND PROFESSIONAL DEVELOPMENT COURSES IN ARCHIVES/RECORDS

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Further Comments / Explanation:None