



Name of the Program(s): - IT Management Certificate (ITMC)

Course, IT Management Advanced Certificate (ITMAC),

Advanced Diploma in IT Management (ADITM),

Graduate Diploma in IT Management (GDITM).

Are you interested in earning your Information Technology Management Certificate (ITM) or IT Management Diploma or Graduate or Advanced Diploma degree? (ITMC or GDITM or ADITM)™ certification, but you're unsure how to start the process? While this is a great step for your individual career, it doesn't have to be a complex one really if you study from GEPEA. You may explore some common questions you might have about Information Technology Management Certificate (ITMC or GDITM or ADITM) certification holder.

Demand for Information Technology Management

Modern business depends on information technology (IT) to operate successfully. Whether a business operates in the online realm, or in the traditional manner, information technology supports a business's ability to deliver goods and services at the right time and place. Furthermore, customers have evolving views of how, when, and where a business should provide those goods and services. Information technology is the enabler for meeting these customer needs, and businesses need IT professionals that can match these technologies to the organization's strategic needs. Although information technology is constantly changing, IT professionals that understand these technologies and can solve business problems by applying them are always in demand.

IT Management Certificate
Professional Training

Advanced Certificate
Advanced Diploma
Graduate Diploma

~ GEPEA ~

Period	Profit (\$)
2010	11
2011	15
2012	9
2013	14
2014	14
2015	14
2016	14
2017	14
2018	14

Return on Investment

Profit

15% 10% 12% 14% 18% 7%

Certificate Course or Advanced Diploma or Graduate Training in IT Management

Advance your career by earning an Advanced Diploma or Graduate Diploma or Certificate in Information Technology (IT) Management.

The program, consisting of eight to thirteen courses (all offered online, Distance Learning), focuses on the managerial application of technology in business and its alignment with organizational strategy, key stakeholders, and the translation of strategy into operational activities.

IT MANAGEMENT PROFESSIONAL TRAININGS

Training Hours: 90 hours.

Program Duration: 6 Months, 1 Year (Fast Track) for Diploma holders, 1.50 Year for regular studies or 2 Years max. of part time self-studies (Certifications) under distance learning.

Admission Requirements: A high school diploma or an associate degree (or global equivalent), Secondary degree (high school diploma, associate degree, or the global equivalent).

Other Requirements: No special requirements or prerequisites are needed to take this course, but have some extra skills using laptop/computer and internet, E-mail for communications will help.

Training Delivery: The course duration will comprise 90 hours of self-study home based or lecture based delivery. The 90 hours will be delivered in 10 sessions online distance learning based on given course materials.

Syllabus Outline

Serial No.	Syllabus component	Assignment TMA (Tutor Mark Assignment) or Case Study	Board Questions (OBS = Open Book System) Exam.	MCQ (Multiple Choice Questions) 10 Questions (each @ 2 marks)
	11 parts/Subjects will count 6 hours each (11 courses x 6 hours study each = 66 hours total) + Additional Two Subjects @ 12 hours + Project Exercises Minimum 12 hours = Grand Total 90 Hours.	45	35	20
1	IT Management Certificate (ITMC) Course, IT Management Advanced Certificate (ITMAC), Advanced Diploma in IT Management (ADITM), Graduate Diploma in IT Management (GDITM).	<i>90 Credit Hours (Time)</i>		

Unit 12: Building and Deploying an Information System
199

Unit 13: Case Study – ERP SAP Implementation 215

Unit 14: Case Study – ERP Application on Supply Chain

- *If someone complete Semester-1 then s/he will get IT Management Certificate Course completion certificate.*

SEMESTER -2

5) Enterprise Information Management in Practice Managing Data and Leveraging Profits in Today's Complex Business Environment:

- Chapter 1: Enterprise Information Management: Definition, Scope, and History 1
- Chapter 2: The Lifecycle of Enterprise Information Management 7
- Chapter 3: Components of Enterprise Information Management 15
- Chapter 4: Pillar No. 1: Information Sourcing 25
- Chapter 5: Pillar No. 2: Information Integration and Exchange 33
- Chapter 6: Pillar No. 3: Information Governance and Quality 49
- Chapter 7: Pillar No. 4: Master Information Management 63
- Chapter 8: Pillar No. 5: Information Warehousing 79
- Chapter 9: Pillar No. 6: Information Delivery and Consumption 97
- Chapter 10: Pillar No. 7: Metadata Management 115
- Chapter 11: Pillar No. 8: Big Data Components 129
- Chapter 12: Building an Enterprise Information Management Solution 147
- Chapter 13: EIM in Today's Business Environment 163

6) Strategic Information Management Challenges and Strategies in Managing Information Systems:

- Part 1: Information Systems Strategy
- Part 2: Information Systems Planning
- Part 3: Information Systems Strategy- Business Strategy Relationship
- Part 4: Information Systems Strategy and the organizational environment

7) Managing Risk and Information Security:

- Chapter 1: Introduction 1
- Chapter 2: The Misperception of Risk 17
- Chapter 3: Governance and Internal Partnerships: How to Sense, Interpret, and Act on Risk 31

6 Credit
Hours (Per
Course)

6 Credit
Hours (Per
Course)

	<p> ■Chapter 4: External Partnerships: The Power of Sharing Information 49 ■Chapter 5: People Are the Perimeter 65 ■Chapter 6: Emerging Threats and Vulnerabilities: Reality and Rhetoric 81 ■Chapter 7: A New Security Architecture to Improve Business Agility 99 ■Chapter 8: Looking to the Future: Emerging Security Capabilities 117 ■Chapter 9: Corporate Social Responsibility: The Ethics of Managing Information Risk 129 ■Chapter 10: The 21st Century CISO 139 </p> <p style="text-align: center;">8) <u>Digital Payments: Trends, Issues & Opportunities</u></p> <ol style="list-style-type: none"> 1. Digital Payments – Definition 9 2. Segments of Payment Systems 9 3. Trends of Digital Payments 15 4. Growth Trends (during 2011-12 to 2017-18) 16 5. Trends during 2016-17 and 2017-18 22 <ul style="list-style-type: none"> New Modes of Digital Payments 26 Growth Drivers of Digital Payments 26 6. State Government Budgetary Transactions 26 7. Authorized Payment Service Providers – List 26 8. Digital Payments Service Charges 27 9. Policy Initiatives 29 10. Emerging Global Trends 32 11. Opportunities 34 <p style="text-align: center;"> <i>• If someone complete Semester-1 and 2 then s/he will get IT Management Advanced Certificate (ITMAC).</i> </p> <p style="text-align: center;">SEMESTER -3</p> <p>9) <u>Artificial Intelligence:</u></p> <ol style="list-style-type: none"> 1.1 Introduction 1.2 Applications of AI 1.2.1 Games 1.2.2 Theorem Proving 1.2.3 Natural Language Processing 1.2.4 Vision and Speech Processing 1.2.5 Robotics 1.2.6 Expert Systems 1.3 AI Techniques 1.3.1 Knowledge Representation 1.3.2 Search Technique 1.4 Search Knowledge 1.5 Abstraction <p>10) <u>DBMS (Database Management Systems):</u></p> <p> Introduction to Databases and Transactions Data Models Database Design, ER-Diagram and Unified Modeling Language Relational Algebra and Calculus Constraints, Views and SQL Transaction management and Concurrency control. </p>	6 Credit Hours (Per Course)		
	<p>9) <u>Artificial Intelligence:</u></p> <ol style="list-style-type: none"> 1.1 Introduction 1.2 Applications of AI 1.2.1 Games 1.2.2 Theorem Proving 1.2.3 Natural Language Processing 1.2.4 Vision and Speech Processing 1.2.5 Robotics 1.2.6 Expert Systems 1.3 AI Techniques 1.3.1 Knowledge Representation 1.3.2 Search Technique 1.4 Search Knowledge 1.5 Abstraction <p>10) <u>DBMS (Database Management Systems):</u></p> <p> Introduction to Databases and Transactions Data Models Database Design, ER-Diagram and Unified Modeling Language Relational Algebra and Calculus Constraints, Views and SQL Transaction management and Concurrency control. </p>	6 Credit Hours (Per Course)		

	<p><u>11) E-COMMERCE and E-BUSINESS:</u></p> <p>Unit 1: Introduction to E-Commerce and E-Business 1 Unit 2: Business Models of E-Commerce 19 Manmohan Unit 3: Internet Environment for E-Commerce 31 Unit 4: Electronic Data Interchange to E-Commerce 37 Unit 5: Intranet and Extranet for E-Commerce 51 Unit 6: Security Framework 67 Unit 7: Basics of Business Process Reengineering 83 Unit 8: Business Process Reengineering – Model and Methodology 97 Unit 9: Legal Issues – I 111 Unit 10: Legal Issues – II 119 Unit 11: Cyber Security and Crime 127 Unit 12: Management of Change 141 Unit 13: Designing and Building E-Commerce Web Site - Basics 155 Unit 14: Designing and Building E-Commerce Web Site - Advanced 167</p> <ul style="list-style-type: none"> <i>If someone complete Semester-1, 2 and 3 with optional subjects then s/he will get Advanced Diploma/Graduate Diploma in IT Management.</i> <p><u>OPTIONAL SUBJECTS (Any Two subject should be chosen from below for Graduate Diploma or Advanced Diploma Degree certificate):</u></p> <p>### IT operations Management ### Managing Information Technology 7th Edition Plus CASE STUDIES ### Graphic Design Processes ### Introduction to e-Business Management and Strategy ### Web Development ### Advanced Computer Network ### Network-management-principles-and-practices</p> <p><u>FOLLOWING ADDITIONAL TASKS SHOULD HAVE TO DONE BY PARTICIPANTS OR STUDENTS:</u></p> <ol style="list-style-type: none"> IT Management Certificate, Advanced Diploma, Graduate Diploma, Certification Test MCQ Questions answer practicing IT Management Certificate, Advanced Diploma, Graduate Diploma, Test Board Questions/TMA (Tutor Mark Assignment) IT Management Certificate, Advanced Diploma, Graduate Diploma, Case Studies <p>Exercises and projects</p>	<p>6 Credit Hours (Per Course)</p>		
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	Suggested Recorded Videos on IT Management: IT Management Fundamentals https://www.youtube.com/watch?v=ifpzF3Pnr6k Information Technology Management https://www.youtube.com/watch?v=46xb1eOo774 Project Management Full Course https://www.youtube.com/watch?v=uWPlsaYpY7U Cloud Computing Full Course https://www.youtube.com/watch?v=2LaAjq1lB1Q Enterprise Resource Planning (ERP) https://www.youtube.com/watch?v=A98X_bvX2QA Strategic Information Technology Management https://www.youtube.com/watch?v=YFhmQ7Nrldg Artificial Intelligence Full Course https://www.youtube.com/watch?v=JMUxmLyrhSk&t=115s Introduction to Database Management Systems (DBMS) https://www.youtube.com/watch?v=6lu45VZGQDk&t=104s https://www.youtube.com/watch?v=cMUQznvYZ6w&t=25s			
	Project/Thesis/Case Studies			
	<p>Student have to take a Project/Thesis/Case studies as per their major subject in order to complete his/her Diploma/Advanced Diploma.</p> <ul style="list-style-type: none"> In case Project/Thesis, respective students should submit 15 to 35 (A4 Size) pages long report. <i>Course Tutor or Concern Authority will assign/fix Project/Thesis Topic or Title with consultation with respective student.</i> In Case Studies, respective students should submit case studies answer script in written form to the GEPEA within stipulated time frame. <i>Concern Authority will assign case studies question paper in time.</i> 			
	TOTAL HOURS REQUIRED TO BE COMPLETED FOR THE IT MANAGEMENT COURSE OR GRADUATE DEGREE OR ADVANCED DIPLOMA PROFESSIONAL CERTIFICATIONS = 11 parts/Subjects will count 6 hours each (11 courses x 6 hours study each = 66 hours total) + Additional Two Subjects @ 12 hours + Project Exercises Minimum 12 hours = Grand Total 90 Hours.			

CAREERS SCOPE OF INFORMATION TECHNOLOGY MANAGEMENT?

There are six more and many positions available for the Certified holders of Information technology management careers to consider such as IT Project Manager, Software applications developer. Information security analyst. Computer systems analyst. Database administrator. Data Analyst, Database Developer, Management analyst. Computer network architect and so on.

COURSE MATERIAL

Besides using the traditional books GEPEA has also modernized the learning process by providing students with online portal consisting of –

- **Study Materials (Soft copies)** – PDF of books are provided to students making studies nomadic & convenient. GEPEA Department of Students Affairs will assign Study Materials via Email or other methods after registration and admission.
- The focal point of **GEPEA** study materials is enhancing Practical Education. **GEPEA** Kit provided to applicants is a world full of practical scenarios, explanation in terms of facts rather than theoretical phrases. Customized to be self-explanatory & easy to understand.
- **Faculty Guidance** – GEPEA panel of intellectuals guide students personally with regards to any query through email about any concept in the notes provided, being the author of the same.

EXAMINATION

GEPEA Professionals are given the privilege to answer exams from any examination center in the world along with the freedom to pick the exam schedule for the same, as time permits in the particular examination months of GEPEA. Students are allotted 2 modes of examinations – Home Based/Center Based.

- Question papers would be drafted by **GEPEA** panel of veteran professors which would be TMA (Tutor Mark Assignment), OBS (Open Book System) and MCQ study pattern. A single course will consist 100 marks based on these three pattern of exam types. In each program will consist a major (Thesis Research) course or theory in order to complete the respective Diploma Program.
- This unique & novel methodology teaches a student how to assess business situations and make decisions based upon those assessments, allowing students to display their potential.
- In case of home based/distance learning exams question paper would be emailed to the students, which they would have to answer & courier back to GEPEA office or GEPEA directed authority in the respectable exam slab.
- Candidate also has the option of appearing for Center Based Examination wherein they would have to visit one of the many GEPEA exam centers & complete answering the exam in the duration of 3 hours which wouldn't be an open book examination.

CASE STUDY METHOD & STUDY MATERIAL:

Today communication systems have advanced so much that it is much easier, convenient and quicker to gain expertise via online distance learning. GEPEA offer potential students the opportunity to study through an autonomous online distance learning program. This means that people who can't get traditional further education can still achieve what they want and get their qualifications through Online Distance Learning. That gives the opportunity for a much wider range of people to get the qualifications that they want. Today, thanks to technological advances, higher education is more readily available to those who want it.

GEPEA is an institute of excellence offering widest range of autonomous programmes in the field of Business Management and different Professional Training education. In response to the rapidly changing economic environment and the process of globalization, the Academy has made sustained efforts to bring an international perspective to all its wide range of areas and activities.

BENEFITS AND FETURES:

- (i) **Flexible Programs & Curriculum:** You can earn and study at the same time! From GEPEA International Curriculum, Flexibility is the biggest advantage of distance learning courses. This stands true especially if you are a working professional. Not everyone has the luxury of taking their own time to finish their studies. For those who had to take a break from studies to start working, such courses are a boon and provide the opportunity to pursue higher education.
- (ii) **Saves Time & Energy:** You save up a lot of time and energy on commuting. You can stay at any place and pursue a course that is available at GEPEA. Or you might be based out of a remote village or town which does not have enough options for higher studies. Distance learning courses eliminate these obstacles.
- (iii) **MCQ, Case Based Learning:** MCQ, A Case-based approach engages students in discussion of specific situations, typically real-world examples of Indian and International companies. Allowing the students to put their theoretical knowledge to practice.
- (iv) **Study at your own Pace:** Not everyone has the same pace of learning. Some students pick up things fast, others need time to grasp a concept. One of the biggest advantages of distance learning is that you can study at a pace that is comfortable for you.
- (v) **Saves Money:** These courses are almost always cheaper as compared to their on-campus counter-parts. You also cut down on the costs incurred while commuting etc.
- (vi) **Personal Fulfillment:** An MBA is the key to unlocking both a professionally and personally rewarding future. Education is the foundation upon which you can build lifelong business and personal achievements. The GEPEA MBA program is designed to enrich your personal life, as well as to keep you informed about a constantly changing industry.
- (vii) **Convenient:** You can submit your assignment with the click of a button or simply drop it off at a post-office! It's sometimes as simple as that!
- (viii) **24X7 Access to Study Material & fellow Students:** This is the best way to study if you are comfortable with internet and technology. You can access your study material online whenever you want and also clear doubts, exchange views and discuss with your virtual class-mates!
- (ix) **Study any Topic You Want:** Since you'd already have all your books/online study material with you, you can pick up any topic/chapter that interests you and tackle that first! This way your interest in the subject is sustained.
- (x) **Higher Level of Self-Confidence:** The knowledge gained through our Correspondence MBA program will enhance your effectiveness in your current position and help define your future career path. It will sharpen your skills in critical business areas, giving you the self-confidence you need to become a leader in your profession.
- (xi) **Specialization:** We provide more than 80 specializations which allow students to gain additional knowledge and background on specific business topics.

ACCREDITATIONS AND RECOGNITIONS:

ITQSM Accredited & International Partnered Professional Academies.

GEPEA has proudly claimed the Excellence in Online Distance Learning Award presented by its Governing Body Really Matters as a token of appreciation for providing top notch education to professionals globally. This solely proclaims that GEPEA is one of the best Professional Academy in the field of online distance learning.

PROFESSIONAL FACULTIES:

GEPEA Faculty members are highly professional, qualified & experienced. Professors provide substantial assistance through 24*7 web support. Each & every query regarding studies, assignments, cases, projects, research are resolved on time & responded with clear, relevant answers on par with syllabus. They update themselves from time to time about the changing market scenario & syllabus. Thus working professionals have chance to get resourceful information by interacting with professors through web-support from time to time. Timely communication & assistance is key to our successful association with our students & our professors believe in same.

GEPEA (Global Educational & Professional Excellence Academy)

*In case any query, please feel free to contact us via E-Mail:
gepea.official@gmail.com , office@gepea.eu or visit Website: www.gepea.eu or
www.gepea.education*