



COIS11011 *Foundations of Business Computing*

Term 1 - 2017

Profile information current as at 17/05/2022 02:18 pm

All details in this unit profile for COIS11011 have been officially approved by CQUniversity and represent a learning partnership between the University and you (our student). The information will not be changed unless absolutely necessary and any change will be clearly indicated by an approved correction included in the profile.

General Information

Overview

Concepts and terminology of computer hardware, software, data storage and data communications are covered in this unit. The unit focuses on the relationship between computer technology and business organisations. Concepts covered include information systems development, use and management. Emerging technologies and their effect on how organisations do business are also covered.

Details

Career Level: *Undergraduate*

Unit Level: *Level 1*

Credit Points: 6

Student Contribution Band: 8

Fraction of Full-Time Student Load: 0.125

Pre-requisites or Co-requisites

There are no requisites for this unit.

Important note: Students enrolled in a subsequent unit who failed their pre-requisite unit, should drop the subsequent unit before the census date or within 10 working days of Fail grade notification. Students who do not drop the unit in this timeframe cannot later drop the unit without academic and financial liability. See details in the [Assessment Policy and Procedure \(Higher Education Coursework\)](#).

Offerings For Term 1 - 2017

- Brisbane
- Cairns
- Distance
- Melbourne
- Rockhampton
- Sydney
- Townsville

Attendance Requirements

All on-campus students are expected to attend scheduled classes – in some units, these classes are identified as a mandatory (pass/fail) component and attendance is compulsory. International students, on a student visa, must maintain a full time study load and meet both attendance and academic progress requirements in each study period (satisfactory attendance for International students is defined as maintaining at least an 80% attendance record).

Website

[This unit has a website, within the Moodle system, which is available two weeks before the start of term. It is important that you visit your Moodle site throughout the term. Please visit Moodle for more information.](#)

Class and Assessment Overview

Recommended Student Time Commitment

Each 6-credit Undergraduate unit at CQUniversity requires an overall time commitment of an average of 12.5 hours of study per week, making a total of 150 hours for the unit.

Class Timetable

[Regional Campuses](#)

Bundaberg, Cairns, Emerald, Gladstone, Mackay, Rockhampton, Townsville

[Metropolitan Campuses](#)

Adelaide, Brisbane, Melbourne, Perth, Sydney

Assessment Overview

1. **Written Assessment**

Weighting: 20%

2. **Written Assessment**

Weighting: 30%

3. **Examination**

Weighting: 50%

Assessment Grading

This is a graded unit: your overall grade will be calculated from the marks or grades for each assessment task, based on the relative weightings shown in the table above. You must obtain an overall mark for the unit of at least 50%, or an overall grade of 'pass' in order to pass the unit. If any 'pass/fail' tasks are shown in the table above they must also be completed successfully ('pass' grade). You must also meet any minimum mark requirements specified for a particular assessment task, as detailed in the 'assessment task' section (note that in some instances, the minimum mark for a task may be greater than 50%). Consult the [University's Grades and Results Policy](#) for more details of interim results and final grades.

CQUniversity Policies

All University policies are available on the [CQUniversity Policy site](#).

You may wish to view these policies:

- Grades and Results Policy
- Assessment Policy and Procedure (Higher Education Coursework)
- Review of Grade Procedure
- Student Academic Integrity Policy and Procedure
- Monitoring Academic Progress (MAP) Policy and Procedure – Domestic Students
- Monitoring Academic Progress (MAP) Policy and Procedure – International Students
- Student Refund and Credit Balance Policy and Procedure
- Student Feedback – Compliments and Complaints Policy and Procedure
- Information and Communications Technology Acceptable Use Policy and Procedure

This list is not an exhaustive list of all University policies. The full list of University policies are available on the [CQUniversity Policy site](#).

Previous Student Feedback

Feedback, Recommendations and Responses

Every unit is reviewed for enhancement each year. At the most recent review, the following staff and student feedback items were identified and recommendations were made.

Feedback from Self-reflection

Feedback

Encourage students to start their assignments earlier.

Recommendation

Remind students of deadlines and assist with their time management. Continue to encourage in-class and online forum discussion of weekly tutorial questions and ensure assessments are written in clear and easily understood language.

Action

Students were communicated to and encouraged in different ways to start the assignments early and submit in due time. Majority of the students submitted the assignments in time.

Unit Learning Outcomes

On successful completion of this unit, you will be able to:

1. Understand the basic concepts and terminology relating to computer hardware, software, data storage, and data communications.
2. Understand the networked economy and how information technology provides the infrastructure for this new economy.
3. Discuss human factors associated with the use of computerised information systems, including managerial, ethical and social considerations.
4. Describe how information systems and organisations effect each other.
5. Describe the acquisition and development of information systems.
6. Demonstrate report writing skills and idea formulation/presentation using charts, graphs, and presentation software.

Australian Computer Society (ACS) recognises the Skills Framework for the Information Age (SFIA). SFIA is in use in over 100 countries and provides a widely used and consistent definition of ICT skills. SFIA is increasingly being used when developing job descriptions and role profiles.

ACS members can use the tool MySFIA to build a skills profile at <https://www.acs.org.au/professionalrecognition/mysfia-b2c.html>

This unit contributes to the following workplace skills as defined by SFIA. The SFIA code is included:

- Information Analysis (INAN)
- Business Analysis (BUAN)
- Data Analysis (DTAN)
- Problem Management (PBMG)

Alignment of Learning Outcomes, Assessment and Graduate Attributes



Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes					
	1	2	3	4	5	6
1 - Written Assessment - 20%				•	•	•

Assessment Tasks	Learning Outcomes					
	1	2	3	4	5	6
2 - Written Assessment - 30%						•
3 - Examination - 50%	•	•	•	•	•	

Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes					
	1	2	3	4	5	6
1 - Communication	•	•	•	•	•	•
2 - Problem Solving	•	•	•	•		•
3 - Critical Thinking	•	•	•	•		•
4 - Information Literacy	•	•	•	•	•	•
5 - Team Work						
6 - Information Technology Competence	•	•	•	•	•	•
7 - Cross Cultural Competence	•	•	•	•		•
8 - Ethical practice	•	•	•	•		•
9 - Social Innovation						
10 - Aboriginal and Torres Strait Islander Cultures						

Alignment of Assessment Tasks to Graduate Attributes

Assessment Tasks	Graduate Attributes									
	1	2	3	4	5	6	7	8	9	10
1 - Written Assessment - 20%	•	•	•	•		•				
2 - Written Assessment - 30%	•		•	•		•		•		
3 - Examination - 50%	•	•	•	•						

Textbooks and Resources

Textbooks

COIS11011

Prescribed

Management Information Systems, 1st Australasian Edition

Edition: 1st (2015)

Authors: Gray, Issa, Pye, Troshani, Rainer, Prince, Watson

WILEY

New York, New York, United States of America

ISBN: 9781118646021

Binding: Paperback

Additional Textbook Information

Students can purchase the e-text via this link:

<http://www.wileydirect.com.au/buy/management-information-systems-1st-australian-edition/> for \$60. The benefits of the e-text are as follows:

1. Lifetime access
2. 24 hour access to your textbook online and offline
3. Use on iPad, tablet, computer or smartphone
4. Search, highlight and take notes

However, if you still prefer a paper text, copies will still be available at the CQUni Bookshop [here](#).

[View textbooks at the CQUniversity Bookshop](#)

IT Resources

You will need access to the following IT resources:

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)
- Office software (e.g. Microsoft Office, Open Office, etc)

Referencing Style

All submissions for this unit must use the referencing style: [Harvard \(author-date\)](#)

For further information, see the Assessment Tasks.

Teaching Contacts

Rahat Hossain Unit Coordinator

m.hossain@cqu.edu.au

Schedule

Week 1 - 06 Mar 2017

Module/Topic	Chapter	Events and Submissions/Topic
Introduction to information systems	1	

Week 2 - 13 Mar 2017

Module/Topic	Chapter	Events and Submissions/Topic
Organisational strategy, competitive advantage and information systems	2	

Week 3 - 20 Mar 2017		
Module/Topic	Chapter	Events and Submissions/Topic
Data and knowledge management	3	
Week 4 - 27 Mar 2017		
Module/Topic	Chapter	Events and Submissions/Topic
Telecommunications and networking	4	
Week 5 - 03 Apr 2017		
Module/Topic	Chapter	Events and Submissions/Topic
Business intelligence	5	
Vacation Week - 10 Apr 2017		
Module/Topic	Chapter	Events and Submissions/Topic
Week 6 - 17 Apr 2017		
Module/Topic	Chapter	Events and Submissions/Topic
Information security	7	Assessment 1 - Developing Computing and Business Skills Due: Week 6 Friday (21 Apr 2017) 11:45 pm AEST
Week 7 - 24 Apr 2017		
Module/Topic	Chapter	Events and Submissions/Topic
Social computing	8	
Week 8 - 01 May 2017		
Module/Topic	Chapter	Events and Submissions/Topic
E-business and e-commerce	9	
Week 9 - 08 May 2017		
Module/Topic	Chapter	Events and Submissions/Topic
Information systems within the organisation	11	
Week 10 - 15 May 2017		
Module/Topic	Chapter	Events and Submissions/Topic
Extending the organisation to customers	12	Assessment 2 - Survey of IS Theory Due: Week 10 Friday (19 May 2017) 11:45 pm AEST
Week 11 - 22 May 2017		
Module/Topic	Chapter	Events and Submissions/Topic
Extending the organisation along the supply chain	13	
Week 12 - 29 May 2017		
Module/Topic	Chapter	Events and Submissions/Topic
Unit Review	No New Topics	
Review/Exam Week - 05 Jun 2017		
Module/Topic	Chapter	Events and Submissions/Topic
Exam Week - 12 Jun 2017		
Module/Topic	Chapter	Events and Submissions/Topic

Term Specific Information

Unit Coordinator:
Md Rahat Hossain
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Email: m.hossain@cqu.edu.au (Best contact)
Telephone: +617 4923 2068

Assessment Tasks

1 Assessment 1 - Developing Computing and Business Skills

Assessment Type

Written Assessment

Task Description

In this assignment, you will carry out analysis of a given case study. This will be done using MS-Excel and through these exercises you will learn the following skills:

- How to use a spreadsheet with multiple sheets
- How to link data in multiple sheets
- How to use various in-built formulae/functions
- How to organise data in a sheet
- How to generate graphs from MS-Excel data sets

You will also learn to use MS-Word and/or MS-PowerPoint as a tool for organising and presenting your ideas in a coherent manner.

This assignment will be submitted online through Moodle unit website.

The full specification for this assessment and the marking criteria are available on Moodle unit website.

Assessment Due Date

Week 6 Friday (21 Apr 2017) 11:45 pm AEST

Return Date to Students

Week 8 Friday (5 May 2017)

Within 2 weeks of the due date or within 2 weeks of submission (whichever is the later)

Weighting

20%

Assessment Criteria

Assessment 1 marking criteria is accessible on Moodle unit website which will include details information on how it will be assessed.

Referencing Style

- [Harvard \(author-date\)](#)

Submission

Online

Submission Instructions

Submit by clicking appropriate assessment submission link on Moodle unit website.

Learning Outcomes Assessed

- Describe how information systems and organisations effect each other.
- Describe the acquisition and development of information systems.
- Demonstrate report writing skills and idea formulation/presentation using charts, graphs, and presentation software.

Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy

- Information Technology Competence

2 Assessment 2 - Survey of IS Theory

Assessment Type

Written Assessment

Task Description

In this assessment, you will survey a number of selected topics in Information Systems many of which are emerging trends in the field. This survey will entail studying the selected topics from the prescribed textbook, carrying out further research on these topics and then presenting the results of your survey.

Documentation of your survey findings will be done in MS-Word. In this exercise you will learn to:

- Use MS-Word as a tool for structuring and presenting your ideas in a coherent manner
- Use MS-Word styles and templates to structure your essay
- Carry out research on a topic, interpreting and presenting your findings
- Reference the sources of information you have researched (Harvard style)

This assignment will be submitted online through Moodle unit website.

The full specification for this assessment and the marking criteria are available on Moodle unit website.

Assessment Due Date

Week 10 Friday (19 May 2017) 11:45 pm AEST

Return Date to Students

Week 12 Friday (2 June 2017)

Within 2 weeks of the due date or within 2 weeks of submission (whichever is the later)

Weighting

30%

Assessment Criteria

Assessment 2 marking criteria is accessible on Moodle unit website which will include details information on how it will be assessed.

Referencing Style

- [Harvard \(author-date\)](#)

Submission

Online

Submission Instructions

Submit by clicking appropriate assignment submission link on Moodle unit website.

Learning Outcomes Assessed

- Demonstrate report writing skills and idea formulation/presentation using charts, graphs, and presentation software.

Graduate Attributes

- Communication
- Critical Thinking
- Information Literacy
- Information Technology Competence
- Ethical practice

Examination

Outline

Complete an invigilated examination

Date

During the examination period, at a CQUniversity examination centre

Weighting

50%

Length

180 minutes

Minimum mark or grade

40% of the total weight of the examination paper.

Details

No calculators permitted

Dictionary - non-electronic, concise, direct translation only (dictionary must not contain any notes or comments).

Closed Book

Academic Integrity Statement

As a CQUniversity student you are expected to act honestly in all aspects of your academic work.

Any assessable work undertaken or submitted for review or assessment must be your own work. Assessable work is any type of work you do to meet the assessment requirements in the unit, including draft work submitted for review and feedback and final work to be assessed.

When you use the ideas, words or data of others in your assessment, you must thoroughly and clearly acknowledge the source of this information by using the correct referencing style for your unit. Using others' work without proper acknowledgement may be considered a form of intellectual dishonesty.

Participating honestly, respectfully, responsibly, and fairly in your university study ensures the CQUniversity qualification you earn will be valued as a true indication of your individual academic achievement and will continue to receive the respect and recognition it deserves.

As a student, you are responsible for reading and following CQUniversity's policies, including the [Student Academic Integrity Policy and Procedure](#). This policy sets out CQUniversity's expectations of you to act with integrity, examples of academic integrity breaches to avoid, the processes used to address alleged breaches of academic integrity, and potential penalties.

What is a breach of academic integrity?

A breach of academic integrity includes but is not limited to plagiarism, self-plagiarism, collusion, cheating, contract cheating, and academic misconduct. The Student Academic Integrity Policy and Procedure defines what these terms mean and gives examples.

Why is academic integrity important?

A breach of academic integrity may result in one or more penalties, including suspension or even expulsion from the University. It can also have negative implications for student visas and future enrolment at CQUniversity or elsewhere. Students who engage in contract cheating also risk being blackmailed by contract cheating services.

Where can I get assistance?

For academic advice and guidance, the [Academic Learning Centre \(ALC\)](#) can support you in becoming confident in completing assessments with integrity and of high standard.

What can you do to act with integrity?



Be Honest

If your assessment task is done by someone else, it would be dishonest of you to claim it as your own



Seek Help

If you are not sure about how to cite or reference in essays, reports etc, then seek help from your lecturer, the library or the Academic Learning Centre (ALC)



Produce Original Work

Originality comes from your ability to read widely, think critically, and apply your gained knowledge to address a question or problem