



# COIT12205 *Knowledge Management Principles*

## Term 1 - 2022

Profile information current as at 24/04/2024 02:42 am

All details in this unit profile for COIT12205 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.

### Corrections

#### Unit Profile Correction added on 04-02-22

The end of term exam has now been changed to a take-home exam. More details about the take-home exam will be provided through the unit's Moodle website. Learning outcomes assessed will be unchanged.

## General Information

### Overview

Knowledge management focuses on creating, sharing and applying knowledge. This unit provides an introduction to knowledge management, incorporating technical and social aspects of knowledge management, as well as practical examples, traditional approaches and emerging topics. You will learn the fundamental principles of knowledge management and a wide range of strategies, techniques and technologies to improve the effectiveness and competitiveness of organisations. Topics include capturing, mapping, and structuring knowledge; creating and sustaining a knowledge-sharing culture; supporting and enhancing collaboration; leveraging advances in knowledge management systems; management and measurement of intellectual capital; designing effective knowledge management systems; and enhancing organisational communication and social innovation. You will also learn report writing skills and idea formulation.

### Details

Career Level: *Undergraduate*

Unit Level: *Level 2*

Credit Points: 6

Student Contribution Band: 8

Fraction of Full-Time Student Load: 0.125

### Pre-requisites or Co-requisites

Pre-requisite: COIT11226 Note:- Students who are currently enrolled in or who have previously completed COIT13233 Knowledge Management Foundations cannot enrol in 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 - 2022

- Brisbane
- Melbourne
- Online
- Rockhampton
- Sydney

### 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 Unit Evaluation

**Feedback**

Assessment 1 instructions can be made more clearer.

**Recommendation**

Review assessment 1 instructions and provide more details to ensure clarity.

#### Feedback from Unit Evaluation

**Feedback**

Too much work for only 10% in assessment 2 part A weekly contributions.

**Recommendation**

Revise assessment 2 part A requirements and reduce the number of weekly contributions.

## Unit Learning Outcomes

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

1. Distinguish between data, information and knowledge
2. Illustrate the main components of knowledge management solutions
3. Demonstrate the functions of different knowledge management infrastructure, mechanisms and technologies
4. Analyse the ethical, professional and social innovation issues affecting knowledge management in 21st century society
5. Explain the impacts of knowledge management on organisational effectiveness and competitiveness.

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 codes are included:

- Research (RSCH)
- Emerging Technology Monitoring (EMRG)
- Relationship Management (RLMT)
- Change Management (CHMG)
- 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
<b>1 - Written Assessment - 20%</b>	•		•	•	

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

### Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes				
	1	2	3	4	5
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

COIT12205

#### Prescribed

#### **KNOWLEDGE MANAGEMENT: SYSTEMS AND PROCESSES**

Second Edition (2015)

Authors: Irma Becerra-Fernandez, Rajiv Sabherwal

Routledge - Taylor & Francis

New York, New York, United States of America

ISBN: 978-0-7656-3915-8 (Hardback), 978-1-315-71511-7 (eBook)

Binding: Hardcover

#### Additional Textbook Information

Students can purchase the eBook via this link:

<https://www.routledge.com/Knowledge-Management-Systems-and-Processes-2nd-Edition/Becerra-Fernandez-Sabherwal/p/book/9780765639158>

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

[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](mailto:m.hossain@cqu.edu.au)

## Schedule

### Week 1 - 07 Mar 2022

Module/Topic	Chapter	Events and Submissions/Topic
Introducing Knowledge Management (KM)	Chapter 1 (Prescribed Textbook)	

### Week 2 - 14 Mar 2022

Module/Topic	Chapter	Events and Submissions/Topic
The Nature of Knowledge	Chapter 2 (Prescribed Textbook)	

### Week 3 - 21 Mar 2022

Module/Topic	Chapter	Events and Submissions/Topic
KM Foundations: Infrastructure, Mechanisms, and Technologies	Chapter 3 (Prescribed Textbook)	

**Week 4 - 28 Mar 2022**

Module/Topic	Chapter	Events and Submissions/Topic
KM Solutions: Processes and Systems	Chapter 4 (Prescribed Textbook)	

**Week 5 - 04 Apr 2022**

Module/Topic	Chapter	Events and Submissions/Topic
Organisational Impacts of KM	Chapter 5 (Prescribed Textbook)	

**Vacation Week - 11 Apr 2022**

Module/Topic	Chapter	Events and Submissions/Topic

**Week 6 - 18 Apr 2022**

Module/Topic	Chapter	Events and Submissions/Topic
Knowledge Application Systems, Knowledge Capture Systems	Chapter 6, 7 (Prescribed Textbook)	<b>Assessment 1 - Knowledge Management Fundamentals</b> Due: Week 6 Friday (22 Apr 2022) 11:00 pm AEST

**Week 7 - 25 Apr 2022**

Module/Topic	Chapter	Events and Submissions/Topic
Knowledge Sharing Systems	Chapter 8 (Prescribed Textbook)	

**Week 8 - 02 May 2022**

Module/Topic	Chapter	Events and Submissions/Topic
Knowledge Discovery Systems	Chapter 9 (Prescribed Textbook)	

**Week 9 - 09 May 2022**

Module/Topic	Chapter	Events and Submissions/Topic
Factors Influencing KM	Chapter 11 (Prescribed Textbook)	

**Week 10 - 16 May 2022**

Module/Topic	Chapter	Events and Submissions/Topic
Leadership and Assessment of KM	Chapter 12 (Prescribed Textbook)	<b>Assessment 2 - Written Assessment</b> Due: Week 10 Friday (20 May 2022) 11:00 pm AEST

**Week 11 - 23 May 2022**

Module/Topic	Chapter	Events and Submissions/Topic
Emergent KM Practices, The Future of KM	Chapter 10, 13 (Prescribed Textbook)	

**Week 12 - 30 May 2022**

Module/Topic	Chapter	Events and Submissions/Topic
Unit Review	No New Topics	Complete the Unit evaluation. Click the "Have your say" button on the Moodle website.

**Review/Exam Week - 06 Jun 2022**

Module/Topic	Chapter	Events and Submissions/Topic

**Exam Week - 13 Jun 2022**

Module/Topic	Chapter	Events and Submissions/Topic

## Term Specific Information

**Unit Coordinator:** Md Rahat Hossain  
Building 30/1.12, Rockhampton Campus  
Email: m.hossain@cqu.edu.au (Best contact)  
Telephone: +617 4923 2068

## Assessment Tasks

### 1 Assessment 1 - Knowledge Management Fundamentals

#### Assessment Type

Written Assessment

#### Task Description

A key understanding within Knowledge Management (KM) is to be able to define and differentiate between data, information and knowledge. This assessment will help you to understand the differences among data, information, and knowledge; KM technologies; different types of knowledge and KM capture process; and direct organisational impacts of KM.

As part of this assessment, you are to answer four questions (maximum 600 words of discussion for each question). The questions are based on the contents of **Chapter 2** (The Nature of Knowledge), **Chapter 3** (Knowledge Management Foundations: Infrastructure, Mechanisms, and Technologies), **Chapter 4** (Knowledge Management Solutions: Processes and Systems), and **Chapter 5** (Organisational Impacts of Knowledge Management) respectively of the prescribed textbook.

**This assignment will be submitted online through the Moodle unit website.**

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

#### Assessment Due Date

Week 6 Friday (22 Apr 2022) 11:00 pm AEST

#### Return Date to Students

Week 8 Friday (6 May 2022)

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

#### Weighting

20%

#### Assessment Criteria

The assessment criteria include aspects such as the quality of your answers to the questions, document format, document content, and referencing mechanics. A detailed marking template will be available along with the assignment details on the unit website.

#### Referencing Style

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

#### Submission

Online

#### Submission Instructions

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

#### Learning Outcomes Assessed

- Distinguish between data, information and knowledge
- Demonstrate the functions of different knowledge management infrastructure, mechanisms and technologies
- Analyse the ethical, professional and social innovation issues affecting knowledge management in 21st century society

#### Graduate Attributes

- Communication



- Critical Thinking
- Information Literacy
- Information Technology Competence

## 2 Assessment 2 - Written Assessment

### Assessment Type

Written Assessment

### Task Description

#### Case Study (2000 words, +/-10%)

As part of this assessment, you are to answer the following questions from the case study '*Knowledge Management Initiatives at the Reserve Bank*' in a report format. The case study will be made available through the Moodle website.

#### Case Study Questions:

##### Question 1

In the context of the case study above, explain what you understand by the following terms:

- Knowledge Worker
- Corporate Memory
- Collaborative Culture
- KM Initiatives

##### Question 2

Differentiate between data, information and knowledge.

##### Question 3

Explain three main lessons learnt in the Knowledge Management (KM) initiatives of the Reserve Bank.

##### Question 4

The aim of a strategic approach to KM is "to build, nurture, and fully exploit knowledge assets through systems, processes, and people and convert them into value as knowledge-based products and services" (Earl, 2001, p. 228). Elaborate further on how knowledge has been developed at the Reserve Bank.

##### Question 5

With reference to the case study, how can leadership style impact the KM initiatives of an organisation?

**This assignment will be submitted online through the Moodle unit website.**

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

### Assessment Due Date

Week 10 Friday (20 May 2022) 11:00 pm AEST

### Return Date to Students

Week 12 Friday (3 June 2022)

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

### Weighting

30%

### Assessment Criteria

The assessment criteria includes aspects such as the quality of your answers to the Case Study questions, report formatting, and referencing mechanics. A detailed marking template will be available along with the assignment details on the unit website.

### Referencing Style

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

### Submission

Online

### Submission Instructions

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

### Learning Outcomes Assessed

- Illustrate the main components of knowledge management solutions
- Demonstrate the functions of different knowledge management infrastructure, mechanisms and technologies
- Analyse the ethical, professional and social innovation issues affecting knowledge management in 21st century society
- Explain the impacts of knowledge management on organisational effectiveness and competitiveness.

**Graduate Attributes**

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Cross Cultural Competence
- Ethical practice
- Social Innovation

**Examination****Outline**

Complete an invigilated examination.

**Date**

During the examination period at a CQUniversity examination centre.

**Weighting**

50%

**Length**

180 minutes

**Exam Conditions**

Open Book.

**Materials**

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

## 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