COURSE OUTLINE

TPP111 Business Study Skills

School: School of Education and Tertiary Access

2026 | Trimester 2

UniSC Sunshine Coast UniSC Moreton Bay	BLENDED LEARNING	Most of your course is on campus but you may be able to do some components of this course online.
Online	ONLINE	You can do this course without coming onto campus, unless your program has specified a mandatory onsite requirement.

Please go to unisc.edu.au for up to date information on the teaching sessions and campuses where this course is usually offered.

1. What is this course about?

1.1. Description

This course prepares you for the academic study of business through a range of business content, business language and tertiary business study skills. You are introduced to many key topics of general business study, developing skills in case study analysis, business report writing, and the creation/development of a PowerPoint slide deck. The course covers introductory research and referencing skills including using research tools such as library databases and sourcing relevant information from printed sources. Business Study Skills provides you with strategies and competencies to undertake undergraduate courses in business.

1.2. How will this course be delivered?

ACTIVITY	HOURS	BEGINNING WEEK	FREQUENCY
BLENDED LEARNING			
Learning materials – You are required to engage and interact with Video Learning Materials (VLM) and other related activities based on this content.	1hr	Week 1	12 times
Tutorial/Workshop 1 – On campus	2hrs	Week 1	12 times
ONLINE			
Learning materials – You are required to engage and interact with Video Learning Materials (VLM) and other related activities based on this content.	1hr	Week 1	12 times
Tutorial/Workshop 1 – Interactive Zoom tutorial	2hrs	Week 1	12 times

1.3. Course Topics

- How we do business – some business concepts and approaches to study
- Self and project management
- Research, analysis and referencing
- Written communication
- Collaboration and oral communication

2. What level is this course?

100 Level (Introductory)

Engaging with discipline knowledge and skills at foundational level, broad application of knowledge and skills in familiar contexts and with support. Limited or no prerequisites. Normally, associated with the first full-time study year of an undergraduate program.

3. What is the unit value of this course?

12 units

4. How does this course contribute to my learning?

COURSE LEARNING OUTCOMES On successful completion of this course, you should be able to...		GRADUATE QUALITIES Completing these tasks successfully will contribute to you becoming...
1	Demonstrate understanding of core business knowledge, skills, concepts, and theories	Empowered
2	Research and analyse a chosen organisation and/or industry to develop informed insights and recommendations	Knowledgeable Empowered Applying technologies
3	Communicate effectively in oral and/or written form, using professional business formats and language	Knowledgeable Empowered

5. Am I eligible to enrol in this course?

Refer to the UniSC Glossary of terms for definitions of “pre-requisites, co-requisites and anti-requisites”.

5.1. Pre-requisites

Students must be enrolled in TP000

5.2. Co-requisites

Not applicable

5.3. Anti-requisites

Not applicable

5.4. Specific assumed prior knowledge and skills (where applicable)

Nil

5.5. Microcredential Information

Not applicable

6. How am I going to be assessed?

6.1. Grading Scale

Standard Grading (GRD)

High Distinction (HD), Distinction (DN), Credit (CR), Pass (PS), Fail (FL).

6.2. Details of early feedback on progress

Weeks 1-2 course content is self-assessed through the completion of weekly online quizzes.
Feedback is immediate and multiple attempts are encouraged.

6.3. Assessment tasks

DELIVERY MODE	TASK NO.	ASSESSMENT PRODUCT	INDIVIDUAL OR GROUP	WEIGHTING %	WHAT IS THE DURATION / LENGTH?	WHEN SHOULD I SUBMIT?	WHERE SHOULD I SUBMIT IT?
All	1	Quiz/zes	Individual	0%	No time limit and multiple attempts	Throughout teaching period (refer to Format)	Online Test (Quiz)
All	2	Report	Individual	35%	950-1000 words (MAX)	Week 7	Online Submission
All	3	Oral and Written Piece	Individual or Group	35%	Equivalent to ~1200 words plus slide development	Week 11	In Class
All	4	Quiz/zes	Individual	30%	45 minutes	Week 12	Online Test (Quiz)

All - Assessment Task 1: Quizzes for confidence

GOAL:	To develop study and revision routine
PRODUCT:	Quiz/zes
AUTHORSHIP STATEMENT:	
FORMAT:	Formative self-completion quizzes Weeks 1-2 Feedback is immediate: Week 1 'How we do business' and 'Project Management' and Week 2 'Entrepreneurship'. Multiple attempts encouraged to achieve revision routine and content mastery (80%+) for Task 4.
CRITERIA:	**No.** — **Learning Outcome assessed** 1 Demonstration of learning through self-assessment of weekly course content. — 1
GENERIC SKILLS:	Organisation

All - Assessment Task 2: The report

GOAL:	To demonstrate skills discussed during the course to date that support undergraduate business case study and report writing.
PRODUCT:	Report
AUTHORSHIP STATEMENT:	
FORMAT:	You will be assigned an ASX-listed company to: * Develop your own re-usable report template * Research, and analyse business concepts and reality * Make findings and recommendations * Offer academic and current company information * Demonstrate how to correctly attribute sources (referencing). See Task 2 task sheet for detailed instructions
CRITERIA:	**No.** / **Learning Outcome assessed** 1 Preparation and submission of a structured business report demonstrating skills in research, analysis, and development of findings using business language. — 2 3
GENERIC SKILLS:	Communication, Organisation, Applying technologies, Information literacy

All - Assessment Task 3: Slide deck presentation about a company

GOAL:	To demonstrate presentation development and delivery skills through the research and analysis of a business organisation.
PRODUCT:	Oral and Written Piece
AUTHORSHIP STATEMENT:	
FORMAT:	In groups of 2-3 or individually, you will create a slide deck presentation about a top ASX-listed company using a provided template. The printed presentation will be provided to the Tutor prior to the time of presentation in PowerPoint Notes format so that the presentation text is available for Tutor marking during the presentation. The length of the presentation will equate to ~1200 words. See Task 3 task sheet for details
CRITERIA:	**No.** / **Learning Outcome assessed** 1 Preparation, presentation, and submission of a PowerPoint slide deck demonstrating skills in research, analysis, and development of findings using business language — 2 3
GENERIC SKILLS:	Communication, Collaboration, Organisation, Applying technologies, Information literacy

All - Assessment Task 4: In-tutorial timed quiz

GOAL:	To demonstrate learning of course content based on all course learning materials.
PRODUCT:	Quiz/zes
AUTHORSHIP STATEMENT:	
FORMAT:	This is a closed-book, timed, multiple-choice test (30 questions). The quiz will be conducted in the tutorial space, in tutorial time and in mock exam conditions. Students will need access to a fully charged device with internet connection (laptop or tablet). A student ID card is required. For online classes students must have cameras on. The test, once started, must be completed in the allocated time. More information about the test will be available in the course materials.
CRITERIA:	**No.** — **Learning Outcome assessed** 1 Demonstration of acquired business knowledge and skills from different fields of business study. — 1
GENERIC SKILLS:	Information literacy

7. Directed study hours

A 12-unit course will have total of 150 learning hours which will include directed study hours (including online if required), self-directed learning and completion of assessable tasks. Student workload is calculated at 12.5 learning hours per one unit.

7.1. Schedule

PERIOD AND TOPIC	ACTIVITIES
Module 1: Toward Task 1	Previewing learning materials for participation in tutorial discussion, Q&As, and learning activities including Task 1 formative quizzes
Module 2: Toward Task 2	Previewing learning materials for tutorial discussion, Q&As, and activities to support you building your own business report.
Module 3: Toward Task 3	Previewing learning materials for discussion, development and production of a slide deck and its presentation. Tutorial participation weekly and attendance to both present and be part of the Task 3 audience is expected
Module 4: Toward Task 4	Final revision and practise for Task 4 which is completed during the first hour of the last week's tutorial, with the balance of time being to celebrate and close out this project!

8. What resources do I need to undertake this course?

Please note: Course information, including specific information of recommended readings, learning activities, resources, weekly readings, etc. are available on the course Canvas site– Please log in as soon as possible.

8.1. Prescribed text(s) or course reader

> There are no required/recommended resources for this course.

8.2. Specific requirements

It is your responsibility to preview and prepare all weekly resources provided in Canvas' learning materials for this course. These form part of your tutorials and assessments. This includes prescribed and required 'Course Readings' available through Canvas. It is also recommended, at least twice-weekly, to check the course announcements on Canvas, and check your UniSC student email account for late changes and updates. You will need a charged laptop or tablet available to you with WiFi access, using your UniSC eduroam login for the Week 12 in-class final task.

9. How are risks managed in this course?

Health and safety risks for this course have been assessed as low. It is your responsibility to review course material, search online, discuss with lecturers and peers and understand the health and safety risks associated with your specific course of study and to familiarise yourself with the University's general health and safety principles by reviewing the online induction training for students, and following the instructions of the University staff.

10. What administrative information is relevant to this course?

10.1. Assessment: Academic Integrity

Academic integrity is the ethical standard of university participation. It ensures that students graduate as a result of proving they are competent in their discipline. This is integral in maintaining the value of academic qualifications. Each industry has expectations and standards of the skills and knowledge within that discipline and these are reflected in assessment.

Academic integrity means that you do not engage in any activity that is considered to be academic fraud; including plagiarism, collusion or outsourcing any part of any assessment item to any other person. You are expected to be honest and ethical by completing all work yourself and indicating in your work which ideas and information were developed by you and which were taken from others. You cannot provide your assessment work to others. You are also expected to provide evidence of wide and critical reading, usually by using appropriate academic references.

In order to minimise incidents of academic fraud, this course may require that some of its assessment tasks, when submitted to Canvas, are electronically checked through Turnitin. This software allows for text comparisons to be made between your submitted assessment item and all other work to which Turnitin has access.

10.2. Assessment: Additional Requirements

Eligibility for Supplementary Assessment

Your eligibility for supplementary assessment in a course is dependent of the following conditions applying:
(a) The final mark is in the percentage range 47% to 49.4%; and
(b) The course is graded using the Standard Grading scale

10.3. Assessment: Submission penalties

Late submissions may be penalised up to and including the following maximum percentage of the assessment task's identified value, with weekdays and weekends included in the calculation of days late:
(a) One day: deduct 5%;
(b) Two days: deduct 10%;
(c) Three days: deduct 20%;
(d) Four days: deduct 40%;
(e) Five days: deduct 60%;
(f) Six days: deduct 80%;
(g) Seven days: A result of zero is awarded for the assessment task.

The following penalties will apply for a late submission for an online examination:
Less than 15 minutes: No penalty
From 15 minutes to 30 minutes: 20% penalty
More than 30 minutes: 100% penalty

10.4. Links to relevant University policy and procedures

For more information on Academic Learning & Teaching categories including:

- Assessment: Courses and Coursework Programs
- Review of Assessment and Final Grades
- Supplementary Assessment
- Central Examinations
- Deferred Examinations
- Student Conduct
- Students with a Disability

For more information, visit https://www.usc.edu.au/explore/policies-and-procedures#academic-learning-and-teaching

10.5. Student Charter

UniSC is committed to excellence in teaching, research and engagement in an environment that is inclusive, inspiring, safe and respectful. The Student Charter sets out what students can expect from the University, and what in turn is expected of students, to achieve these outcomes.

10.6. General Enquiries

For course-specific questions, contact your teaching staff or Course Coordinator.

For other enquiries or to access support, please contact Student Central:

- UniSC Student Central
- UniSC Adelaide Student Central