

TPP111

Business Study Skills

School: School of Education and Tertiary Access

2023 | Semester 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.

Please go to usc.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 decks. 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	13 times
Tutorial/Workshop 1 – On campus	2hrs	Week 1	13 times
Independent Study/Research – In addition to engaging with the learning materials and attending tutorial sessions, you are required to engage in self-directed learning using the course learning materials and through independent research.	7hrs	Week 1	13 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	13 times
Tutorial/Workshop 1 – Interactive Zoom tutorial	2hrs	Week 1	13 times
Independent Study/Research – In addition to engaging with the learning materials and attending tutorial sessions, you are required to engage in self-directed learning using the course learning materials and through independent research.	7hrs	Week 1	13 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
- 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		GRADUATE QUALITIES
On successful completion of this course, you should be able to...		Completing these tasks successfully will contribute to you becoming...
1	Demonstrate learning of course content during Weeks 1-3 through formative self-assessment	Empowered
2	Prepare and submit research, analysis and findings of an organisation using a business report structure, and business language.	Knowledgeable Empowered
3	Prepare, present and submit research, analysis and findings of an organisation using a PowerPoint slide deck with scripting for effective delivery, using business language.	Creative and critical thinker Empowered
4	Demonstrate acquisition of business knowledge and skills from different fields of business study.	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

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 1-3 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 8	Online Submission
All	3	Oral and Written Piece	Individual or Group	35%	Equivalent to ~1200 words plus slide development	Week 12	In Class
All	4	Quiz/zes	Individual	30%	60 minutes	Week 13	Online Test (Quiz)

All - Assessment Task 1: Quizzes for confidence

GOAL:	To develop study and revision routine		
PRODUCT:	Quiz/zes		
FORMAT:	Formative self-completion quizzes Weeks 1-3 Feedback is immediate: Week 1 'How we do business', Week 2 'Project Management', and Week 3 '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, Information literacy		

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		
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).		
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
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	
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	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	
FORMAT:	This is a timed multiple-choice test of 30 questions which is sixty (60) minutes in duration. The quiz will be conducted in tutorial time. 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.	4
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 attendance to both present and be part of the Task 3 audience is required
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 laptop or tablet available to you with WiFi access for the Week 13 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:

The final mark is in the percentage range 47% to 49.4%

The course is graded using the Standard Grading scale

You have not failed an assessment task in the course due to academic misconduct

10.3. Assessment: Submission penalties

Late submission of assessment tasks may be penalised at the following maximum rate:

- 5% (of the assessment task's identified value) per day for the first two days from the date identified as the due date for the assessment task.

- 10% (of the assessment task's identified value) for the third day - 20% (of the assessment task's identified value) for the fourth day and subsequent days up to and including seven days from the date identified as the due date for the assessment task.

- A result of zero is awarded for an assessment task submitted after seven days from the date identified as the due date for the assessment task. Weekdays and weekends are included in the calculation of days late. To request an extension you must contact your course coordinator to negotiate an outcome.

10.4. SafeUniSC

UniSC is committed to a culture of respect and providing a safe and supportive environment for all members of our community. For immediate assistance on campus contact SafeUniSC by phone: [07 5430 1168](tel:0754301168) or using the [SafeZone](#) app. For general enquires contact the SafeUniSC team by phone [07 5456 3864](tel:0754563864) or email safe@usc.edu.au.

The SafeUniSC Specialist Service is a Student Wellbeing service that provides free and confidential support to students who may have experienced or observed behaviour that could cause fear, offence or trauma. To contact the service call [07 5430 1226](tel:0754301226) or email studentwellbeing@usc.edu.au.

10.5. Study help

For help with course-specific advice, for example what information to include in your assessment, you should first contact your tutor, then your course coordinator, if needed.

If you require additional assistance, the Learning Advisers are trained professionals who are ready to help you develop a wide range of academic skills. Visit the [Learning Advisers](#) web page for more information, or contact Student Central for further assistance: +61 7 5430 2890 or studentcentral@usc.edu.au.

10.6. Wellbeing Services

Student Wellbeing provide free and confidential counselling on a wide range of personal, academic, social and psychological matters, to foster positive mental health and wellbeing for your academic success.

To book a confidential appointment go to [Student Hub](#), email studentwellbeing@usc.edu.au or call 07 5430 1226.

10.7. AccessAbility Services

Ability Advisers ensure equal access to all aspects of university life. If your studies are affected by a disability, learning disorder mental health issue, injury or illness, or you are a primary carer for someone with a disability or who is considered frail and aged, [AccessAbility Services](#) can provide access to appropriate reasonable adjustments and practical advice about the support and facilities available to you throughout the University.

To book a confidential appointment go to [Student Hub](#), email AccessAbility@usc.edu.au or call 07 5430 2890.

10.8. 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>

10.9. 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.

10.10. General Enquiries

In person:

- **UniSC Sunshine Coast** - Student Central, Ground Floor, Building C, 90 Sippy Downs Drive, Sippy Downs
- **UniSC Moreton Bay** - Service Centre, Ground Floor, Foundation Building, Gympie Road, Petrie
- **UniSC SouthBank** - Student Central, Building A4 (SW1), 52 Merivale Street, South Brisbane
- **UniSC Gympie** - Student Central, 71 Cartwright Road, Gympie
- **UniSC Fraser Coast** - Student Central, Student Central, Building A, 161 Old Maryborough Rd, Hervey Bay
- **UniSC Caboolture** - Student Central, Level 1 Building J, Cnr Manley and Tallon Street, Caboolture

Tel: +61 7 5430 2890

Email: studentcentral@usc.edu.au