Course Outline

Code: TPP111
Title: Business Study Skills

School: Tertiary Access
Teaching Session: Semester 2
Year: 2020
Course Coordinator: Dericka Frost | dfrost@usc.edu.au | Voicemail: 5459-4679 | Room: J5.22
Course Moderator: Anne Kerridge

Please go to the USC website 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 several key topics of general business study, developing skills in business research and analysis for report writing and slide deck presentations. The course covers introductory research and referencing skills including sourcing relevant information from online academic and credible databases and using research tools such as USC’s Library Discover and Google Scholar. Business Study Skills provides you with strategies and competencies to undertake undergraduate courses in business.

1.2 Field trips, WIL placements or activities required by professional accreditation

<table>
<thead>
<tr>
<th>Activity</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not applicable</td>
<td>N/A</td>
</tr>
</tbody>
</table>

2. What level is this course?
100 level Introductory - Discipline knowledge and skills at foundational level, broad application of knowledge and skills in familiar contexts and with support. Normally associated with the first full-time year of an undergraduate program

3. What is the unit value of this course?
12 units
Please be aware units from this course cannot be counted for credit towards an award-bearing program.
4. **How does this course contribute to my learning?**

<table>
<thead>
<tr>
<th>Specific Learning Outcomes</th>
<th>Assessment tasks</th>
<th>Graduate Qualities or Professional Standards mapping</th>
</tr>
</thead>
<tbody>
<tr>
<td>On successful completion of this course, you should be able to:</td>
<td>You will be assessed on the learning outcomes in task/s:</td>
<td>Completing these tasks successfully will contribute to you becoming:</td>
</tr>
<tr>
<td>Demonstrate learning of course content during weeks 1-3 through formative weekly quiz completion.</td>
<td>Task 1</td>
<td>Empowered</td>
</tr>
<tr>
<td>Prepare and submit research, analysis and findings of an organisation using a business report structure, and business language.</td>
<td>Task 2</td>
<td>Empowered Knowledgeable</td>
</tr>
<tr>
<td>Prepare and submit research, analysis and findings of an organisation using a PowerPoint slide deck with scripting for effective delivery, using business language.</td>
<td>Task 3</td>
<td>Creative and critical thinkers Empowered</td>
</tr>
<tr>
<td>Demonstrate acquisition of business knowledge and skills from different fields of business study</td>
<td>Task 4</td>
<td>Knowledgeable Empowered</td>
</tr>
</tbody>
</table>

5. **Am I eligible to enrol in this course?**

Refer to the [USC Glossary of terms](#) for definitions of “pre-requisites, co-requisites and anti-requisites”.

5.1 **Enrolment restrictions**

Students must be enrolled in TP000 or XE001

5.2 **Pre-requisites**

Nil

5.3 **Co-requisites**

Nil

5.4 **Anti-requisites**

Nil

5.5 **Specific assumed prior knowledge and skills (where applicable)**

Nil

6. **How am I going to be assessed?**

6.1 **Grading scale**

Standard – High Distinction (HD), Distinction (DN), Credit (CR), Pass (PS), Fail (FL)
6.2 Details of early feedback on progress

Task 1 is a formative assessment based on three weekly quizzes to help students develop both revision strategies and content knowledge. The quizzes can be attempted multiple times and it is recommended for students to achieve 80% on each. The quizzes self-assess for course content, providing immediate feedback.

6.3 Assessment tasks

<table>
<thead>
<tr>
<th>Task No.</th>
<th>Assessment Product</th>
<th>Individual or Group</th>
<th>Weighting %</th>
<th>What is the duration / length?</th>
<th>When should I submit?</th>
<th>Where should I submit it?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Quiz/zes</td>
<td>Individual</td>
<td>0</td>
<td>10-15 multiple choice questions</td>
<td>Weeks 2, 3, &amp; 4</td>
<td>Quiz (Online Test)</td>
</tr>
<tr>
<td>2</td>
<td>Report</td>
<td>Individual</td>
<td>35</td>
<td>950-1000 words MAX</td>
<td>Week 8</td>
<td>Online Assignment Submission with Plagiarism check</td>
</tr>
<tr>
<td>3</td>
<td>Oral, and Written Piece</td>
<td>Choice</td>
<td>35</td>
<td>~ 1500 words*</td>
<td>Week 12</td>
<td>Online Assignment Submission with Plagiarism check</td>
</tr>
<tr>
<td>4</td>
<td>Quiz/zes</td>
<td>Individual</td>
<td>30</td>
<td>55 minutes</td>
<td>Week 13 in tutorial</td>
<td>Quiz (Online Test)</td>
</tr>
</tbody>
</table>

**Assessment Task 1: Quizzes for confidence**

<table>
<thead>
<tr>
<th>Goal:</th>
<th>To develop study and revision strategies.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product:</td>
<td>Quiz/zes</td>
</tr>
<tr>
<td>Format:</td>
<td>Weeks 1-3 course content is self-assessed through the completion of weekly online quizzes. Feedback is immediate and multiple attempts are supported.</td>
</tr>
</tbody>
</table>
| Criteria: | • Online quiz for Week 1 ‘how we do business’  
• Online quiz for Week 2 ‘Project Management’  
• Online quiz for Week 3 ‘Entrepreneurship’  
• Quizzes include SWAY, lecture and tutorial content  
Students are guided to attempt the quizzes until 80% or better score is achieved to develop revision strategies and content awareness. |
## Assessment Task 2: The report

<table>
<thead>
<tr>
<th>Goal:</th>
<th>To demonstrate skills discussed during the course to date that support undergraduate business case study and report writing.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product:</td>
<td>Report</td>
</tr>
<tr>
<td>Format:</td>
<td>The business report will be 950-1000 words (MAX) and is to be presented in a format that reflects the template provided. This task encourages you to investigate, analyse and provide a report of a company and to develop your business analysis skills using topics discussed in weeks 4-7.</td>
</tr>
</tbody>
</table>
| Criteria: | Marks are awarded for:  
  - Structure and prescribed elements  
  - Identification of techniques and strategies used to present findings  
  - Academic referencing - Harvard style (in-text and List of References)  
    - Minimum of: 4 academic sources, and 1 investor database (Marketline)  
  - Communication - Grammar and language  
  - Logic and critical thinking  
  - Submission of MS Word document (only)  

More details and further help with this assessment task will be discussed in tutorials and posted on Blackboard in the Task 2 folder. |

## Assessment Task 3: Slide deck presentation about a company

<table>
<thead>
<tr>
<th>Goal:</th>
<th>To presentation skills through the research and analysis of a business organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product:</td>
<td>Oral and Written Piece</td>
</tr>
</tbody>
</table>
| Format: | Individually, or in small groups of 2-3, you will create a slide deck presentation using a template provided about a top 25 ASX-listed company. The presentation will be submitted in PowerPoint Notes form so that the presentation text is available for marking with the slides. The length of the presentation will equate to approximately 1500-2000 words (*dependent whether individual or group submission). The presentation will use topics from weeks 8-11 to demonstrate research, analysis, and presentation development skills.  

More details and further help with this assessment task will be discussed in tutorials and posted on Blackboard in the Task 3 folder. |
| Criteria: |  
  - Presentation – flow and cohesion  
  - Formatting  
  - Evidence of relevant research through the use of USC library databases  
  - Academic referencing - Harvard style (in-text and List of References)  
    - Minimum of: 6 academic sources, 2 investor databases  
  - Communication - Grammar and language  
  - Logic and critical thinking  
  
Submission of the PowerPoint slide deck in Notes form as a PDF file. |
Assessment Task 4: Online timed quiz

<table>
<thead>
<tr>
<th>Goal:</th>
<th>To demonstrate learning of course content based on lectures, tutorials, and SWAY information discussed throughout the semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product:</td>
<td>Quiz/zes</td>
</tr>
<tr>
<td>Format:</td>
<td>This is a timed multiple-choice Blackboard test of 30 questions which is fifty-five (55) minutes 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 on Blackboard in the Task 4 folder</td>
</tr>
<tr>
<td>Criteria:</td>
<td>Instructions will be available under Task 3 on Blackboard</td>
</tr>
</tbody>
</table>

7. Directed study hours

The directed study hours listed here are a portion of the workload for this course. 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. Directed study hours may vary by location. Student workload is calculated at 12.5 learning hours per one unit.

<table>
<thead>
<tr>
<th>Location:</th>
<th>Directed study hours for location:</th>
</tr>
</thead>
<tbody>
<tr>
<td>USC Sunshine Coast</td>
<td>1 x 1-hour lecture and 1 x 2-hour tutorial per week for 13 weeks</td>
</tr>
<tr>
<td>USC Moreton Bay</td>
<td>1 x 1-hour lecture and 1 x 2-hour tutorial per week for 13 weeks</td>
</tr>
<tr>
<td>USC Fraser Coast</td>
<td>1 x 1-hour lecture and 1 x 2-hour tutorial per week for 13 weeks</td>
</tr>
<tr>
<td>USC Gympie</td>
<td>1 x 1-hour lecture and 1 x 2-hour tutorial per week for 13 weeks</td>
</tr>
<tr>
<td>USC Caboolture</td>
<td>1 x 1-hour lecture and 1 x 2-hour tutorial per week for 13 weeks</td>
</tr>
</tbody>
</table>

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

Please note that course information, including specific recommended readings, learning activities, resources, weekly readings, etc. are available on the course Blackboard site. Please log in as soon as possible.

8.1 Prescribed text(s)

There is no course reader or prescribed text for this course. All resources are available in Blackboard.

8.2 Specific requirements

It is your responsibility each week to plan, preview, participate, and practise, as guided in Blackboard’s Learning Materials for this course. It is also recommended that you read the course announcements on Blackboard weekly, and to check your student email account at least twice weekly for updates.

9. Risk management

Health and safety risks have been assessed as low.

It is your responsibility as a student 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. It is also your responsibility to familiarise yourself with the University’s general health and safety principles by reviewing the online Health Safety and Wellbeing training module 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 Blackboard, are electronically checked through SafeAssign. This software allows for text comparisons to be made between your submitted assessment item and all other work that SafeAssign has access to.

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%
b) The course is graded using the Standard Grading scale
c) You have not failed an assessment task in the course due to academic misconduct

10.3 Assessment: Submission penalties

Late submission of assessment tasks will 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 and supply the required documentation to negotiate an outcome.

10.4 Study help

In the first instance, you should contact your tutor, then the Course Coordinator. Additional assistance is provided to all students through Academic Skills Advisers. To book an appointment or find a drop-in session go to Student Hub.

Contact Student Central for further assistance: +61 7 5430 2890 or studentcentral@usc.edu.au

10.5 Wellbeing Services

Student Wellbeing Support Staff are available to assist on a wide range of personal, academic, social and psychological matters to foster positive mental health and wellbeing for your success. Student Wellbeing is comprised of professionally qualified staff in counselling, health and disability Services.

Ability Advisers ensure equal access to all aspects of university life. If your studies are affected by a disability, mental health issue, learning disorder, injury or illness, or you are a primary carer for someone with a disability, AccessAbility Services can provide assistance, advocacy and reasonable academic adjustments.

To book an appointment with either service go to Student Hub, email studentwellbeing@usc.edu.au or accessability@usc.edu.au or call 07 5430 1226
10.6 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
- Administration of Central Examinations
- Deferred Examinations
- Student Academic Misconduct
- Students with a Disability

Visit the USC website:
http://www.usc.edu.au/explore/policies-and-procedures#academic-learning-and-teaching

10.7 General Enquiries

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

Tel: +61 7 5430 2890
Email: studentcentral@usc.edu.au