WESTERN SYDNEY
UNIVERSITY

The College

ACADEMIC SKILLS FOR BUSINESS

900098

2020

UNIT OUTLINE

Last amended:	June 2020

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Unit name	Academic Skills for Business
Unit number	900098
Coordinator	Abdullah Al Aabed
Session	2020.2
Handbook summary	This unit introduces students to the essential academic skills required for success in tertiary studies. It employs an explicit pedagogical approach to teach students how to become independent, active, and reflective learners. The unit also includes essential research and writing skills specific to the study of Business.
Credit point value	10
Prerequisite/s	N/A
Corequisite/s	N/A
Unit incompatible with and not to be counted for credit with	N/A
Assumed knowledge	N/A
Unit level	Level Z — Non-award preparatory unit
Attendance requirements	Students are expected to attend at least 80% of classes. Educational research consistently demonstrates that this attendance level is associated with a high likelihood of achieving a passing grade.
Enrolment restrictions	Students must be enrolled at The College.
Learning outcomes	On successful completion of this unit, students should be able to: 1. use both independent and collaborative learning strategies to advance their own knowledge and that of their peers 2. communicate effectively through the development of critical reading, listening, speaking and writing skills in context 3. locate and use information technology systems and educational technologies to support learning and assessment 4. apply critical thinking, and use problem solving and research skills, to make informed decisions, and 5. apply the process of reflection to learning experiences, in order to assess their own learning styles and 'learn how to learn'.

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Unit content	In this unit students will learn about: • introduction to tertiary study • advanced tertiary skills • information skills and blended learning, and • essential skills for business.
Mode of delivery	Class tutorial — 3 hours per week Computer lab session — 1 hour per week
Online learning requirements	Access to vUWS, to a computer lab and to library resources and facilities.
Essential requirements	**Essential texts** Dwyer, J 2020, *Communication for Business and the Professionals: Strategies and Skills*, 7th edn, Pearson Australia, Melbourne. **Further resources** Allcott, G 2017, *How to be a study ninja: Study smarter. Focus better. Achieve more*, Icon Books Ltd, London. Connelly, J & Forsyth, P 2012, *Essay writing skills: essential techniques to gain top marks*, Kogan Page, London, PA. Cottrell, S 2013, *The study skills handbook*, 4th edn, Palgrave Macmillan, Houndsmill. Marshall, LA & Rowland, F 2014, *A guide to learning independently*, 5th edn, Pearson Australia, Frenchs Forest. Shields, M 2010, *Essay writing: a student's guide*, SAGE Publications, London. Turner, K, Ireland, L, Krenus, B & Pointon, L 2011, *Essential academic skills*, 2nd edn, Oxford University Press, South Melbourne. Western Sydney University n.d., *Referencing and citation*, http://library.westernsydney.edu.au/main/guides/referencing-citation **Essential resources** • Access to vUWS • Access to a computer lab • Access to library resources and facilities

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ASSESSMENT ITEMS AND WEIGHTING

Assessment for this unit will be based on the following components:

Task	Weighting	Learning outcomes assessed	Mandatory task
I. Oral presentation	10%	2, 3	Yes
II. Reflective learning journal	40%	1– 5	Yes
III. Research project consisting of: • progress report • written project • presentation	10% 25% 15%	1–5	Yes
TOTAL	100%		

For details of assessment due dates, please refer to the learning guide for this unit.

All marks will be determined in accordance with The College Assessment Policy.

All assessment tasks are mandatory unless otherwise specified. Should a student fail to attempt/submit the first formal assessment task in a unit, they will be deemed to be at risk and will need to follow an intervention plan in order not to receive a Fail Non-Submission (FNS) grade. However, failure to attempt/submit all other mandatory assessment tasks will result in an immediate FNS grade for the unit.

Students must achieve an overall mark of at least 50% to pass the unit.

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