## Unit name
Academic Skills for Business

## Unit number
900098

## Coordinator
Abdullah Al Aabed

## Session
2018.3

### 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’. 
## 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


### Further resources


### Essential resources

- Access to vUWS
- Access to a computer lab
- Access to library resources and facilities
ASSESSMENT ITEMS AND WEIGHTING

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

<table>
<thead>
<tr>
<th>Task</th>
<th>Weighting</th>
<th>Learning outcomes assessed</th>
<th>Mandatory task</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Oral presentation</td>
<td>10%</td>
<td>2, 3</td>
<td>Yes</td>
</tr>
<tr>
<td>II. Reflective learning journal</td>
<td>40%</td>
<td>1– 5</td>
<td>Yes</td>
</tr>
<tr>
<td>III. Research project consisting of</td>
<td></td>
<td>1– 5</td>
<td>Yes</td>
</tr>
<tr>
<td>• progress report</td>
<td>10%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• written project</td>
<td>25%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• presentation</td>
<td>15%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>100%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 attain an overall mark of at least 50% in order to pass the unit.