

School / Faculty: Federation Business School

Course Title: ACADEMIC SKILLS FOR BUSINESS

Course ID: BUGEN1501

Credit Points: 15.00

Prerequisite(s): Nil

Co-requisite(s): Nil

Exclusion(s): Nil

ASCED Code: 080399

Grading Scheme: Graded (HD, D, C, etc.)

Program Level:

AQF Level of Program						
	5	6	7	8	9	10
Level						
Introductory	■	■	✓	■	■	■
Intermediate	■	■	■	■	■	■
Advanced	■	■	■	■	■	■

Learning Outcomes:

Knowledge:

- K1.** Analyse assessment tasks to determine requirements and appropriate composition and response for business settings
- K2.** Interpret academic and business writing requirements to determine an appropriate strategy for gathering data from recognised business and economic sources
- K3.** Recognise academic integrity and the need to avoid plagiarism

Skills:

- S1.** Undertake library searches and evaluate business and other related literature with regard to explicit and implicit assumptions, logic of arguments and appropriateness
- S2.** Organise and analyse information to develop a position and supporting arguments
- S3.** Prepare written texts which are well structured, cohesive and appropriately cited
- S4.** Prepare written academic work for business contexts that conform to academic and professional standards

Application of knowledge and skills:

- A1.** Apply initiative and judgment in developing academic skills that are appropriate for business
- A2.** Identify, plan and deliver a search strategy in library resources.

Course Outline (Higher Education)

BUGEN1501 ACADEMIC SKILLS FOR BUSINESS

- A3.** Apply specific skills and academic techniques to practical situations both in the classroom and during individual and team assignments in preparation for professional practice in business

Course Content:

Topics may include:

- Academic integrity, ethics and plagiarism
- Academic essays vs Business Reports
- Researching and referencing
- Reading and evaluating sources
- Note-taking and organising information
- Constructing a thesis
- Developing, supporting and documenting an argument
- Paragraphs and sentences
- Coherence and voice
- Introductions and conclusions.
- Abstract vs Synopsis vs Executive Summary
- Proofreading and editing
- Working in teams
- Time management
- United Nations Principles of Responsible Business

Values and Graduate Attributes:

This course will help students to develop values and attributes that will enable them to:

Course Outline (Higher Education)

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Values:

- V1.** Appreciate the worth of academic research and writing skills
- V2.** Defend unconventional approaches to solving problems
- V3.** Defend the range of personal values, attitudes, and styles in relation to academic skills

Graduate Attributes:

FedUni graduate attributes statement. To have graduates with knowledge, skills and competence that enable them to stand out as critical, creative and enquiring learners who are capable, flexible and work ready, and responsible, ethical and engaged citizens.

Attribute	Brief Description	Focus
Knowledge, skills and competence	The confidence gained from meeting the academic challenges of this course, will enable graduates to seek out further opportunities to apply and develop their academic business skills.	High
Critical, creative and enquiring learners	Business academic skills will contribute to the student's management education, providing them with the knowledge and confidence to make or contribute to independent, valid and reliable essay writing.	Medium
Capable, flexible and work ready	Graduates of this course will feel empowered to engage in and contribute to constructive dialogue with managers and other primary decision-makers in their workplace or community	Medium
Responsible, ethical and engaged citizens	This course will ensure that students make decisions that are equally informed by considerations of ethics and corporate social responsibility	Medium

Learning Task and Assessment:

Learning Outcomes Assessed	Assessment Task	Assessment Type	Weighting
K1,K2,K3 S1,S2 A1,A2	Analyse and apply knowledge and skills to academic tasks and processes using appropriate technology and tools	Individual Learning Portfolio comprising 4-5 written set tasks eg. Library search Referencing Bibliography Synopsis/Abstract construction Executive Summary Plagiarism Reflection	40-60%
K2 S1,S2,S3,S4 A1,A3	Analysis of personal and organisational styles and assessment of strategies for improvement	Essay or report	40-60%

Adopted Reference Style:

APA