

RH1000 - ACADEMIC AND BUSINESS SKILLS DEVELOPMENT SUBJECT OUTLINE

SUBJECT DESCRIPTION

This subject is an introduction to the skills required for successful learning in an academic environment at the tertiary level, and for effective communication in a business environment. The primary focus of the subject is to help students prepare for and successfully engage in their academic studies in a wide range of business subjects. The subject focuses on the following areas: written and oral communication skills, tertiary literacies including critical reading, comprehending academic texts, researching, referencing, and the ability to communicate numerical data effectively in a business environment. The subject is part of the Diploma of Business, which is designed to provide you with a pathway to:

- further university studies in Business; or
- direct employment

Pre-requisites: Nil within the Diploma of Business program.

COURSE LEARNING OUTCOMES

- Demonstrate foundation knowledge necessary for advanced skill or paraprofessional work or further learning
- Analyse relevant concepts and techniques for making early career business decisions
- Evaluate data and resources in the context of relevant academic literature
- Apply critical thinking and solve problems to address issues in a range of business situations
- Convey information clearly and fluently in written and spoken form appropriate for their audience
- Apply basic technical skills, including numeracy, necessary for practice in business
- Demonstrate an awareness of ethical and social responsibility in business settings
- Demonstrate independent learning

SUBJECT LEARNING OUTCOMES

- Demonstrate key English language skills required to make and communicate meaning appropriately and proficiently in an academic context
- Identify, evaluate and apply information from academic research to both written and oral business communications
- Identify and understand the requirements of tertiary literacies: those skills required to study in an Australian university context
- Demonstrate an ability to apply basic numeracy skills appropriate to a business context
- Demonstrate problem solving skills
- Represent and interpret quantitative and graphical data in a business context

LECTURER

TBA at the start of every study period.

CONTACT HOURS

Each subject in the Diploma of Business program requires a 130 hour workload of study-related participation, over the course of the ten week study period.

The exact format of the teaching sessions for each study period may change, but they will usually consist of four hours face to face teaching and one hour of self-paced learning per week.

ASSESSMENT

Assessable items for all of the Diploma subjects may include essays; mid-trimester exams; group or individual presentations; final exams; workshop activities; online activities; group activities; business projects/reports and so on.

NOTE

- Minor variations might occur due to the continuous subject quality improvement process, and in case of minor variation(s) in assessment details, the subject outline represents the latest official information.
- A more detailed subject outline will be provided to each student prior to the commencement of every study period.