



## The University of Southern Queensland

### Course specification

This version produced 20 Dec 2007.

The current and official versions of the course specifications are available on the web at  
<<http://www.usq.edu.au/coursespecification/current>>.

Please consult the web for updates that may occur during the year.

#### Description: Foundation Business Studies

Subject	Cat-nbr	Class	Term	Mode	Units	Campus
FDN	7451	66776	2, 2007	EXT	1.00	Toowoomba

<b>Academic group:</b>	INTOF
<b>Academic org:</b>	INT002
<b>Student contribution band:</b>	1
<b>ASCED code:</b>	100705

#### STAFFING

Examiner: Leanne Dickson

Moderator: Carmel Barrett

#### RATIONALE

Students considering further study in higher education programs require an academic background that demonstrates a knowledge base and acquisition of skills, usually organised around a selection of discipline-based subjects. The course, FDN7451 - Foundation Business Studies, fits within the business-oriented selection of discipline-based subjects that make up Part 1 of the Foundation Studies Program.

#### SYNOPSIS

This course is designed to provide International Students with a sound understanding of the business fundamentals as they apply within the Australian regulatory and international business environment. Satisfactory completion of the course will provide students with the necessary competencies for entry into the Bachelor of Commerce degree programs. Students will also develop and practise language and problem solving skills in English so that they can build upon their existing knowledge and express themselves adequately in the business context.

#### OBJECTIVES

On successful completion of this course students will be able to:

1. describe the nature of business and its role in society; (Assignment 1, Progress Test, Oral Participation)
2. identify and describe the types of business structures and functions; (Assignment 1, Progress Test, Oral Participation)
3. understand and explain the interrelationships between internal and external factors and their impact on business; (Assignment 1, Progress Test, Oral Participation)
4. identify the responsibilities of business; (Assignment 1, Progress Test, Oral Participation)
5. recognise and describe the process in establishing a business; (Assignment 2, Progress Test, Oral Participation)

6. discuss the relationship between business planning and successful business operations; (Assignment 2, Progress Test, Oral Participation)
7. assess the importance of the roles of the key business functions in operating a business; (Oral Participation, Final Test)
8. identify the interdependence of the major functional areas of business;(Oral Participation, Final Test)
9. apply mathematical ideas and techniques appropriately in business contexts;(Oral Participation, Final Test)
10. understand and report on the issues related to establishing and running a business;(Oral Participation, Final Test)
11. develop and evaluate a detailed business report. (Oral Participation, Final Test)

## TOPICS

	Description	Weighting (%)
1.	The Nature of Business	25.00
2.	Establishing a Business	10.00
3.	Planning in Business	25.00
4.	Key Business Functions	30.00
5.	The Business Plan	10.00

## TEXT and MATERIALS required to be PURCHASED or ACCESSED

ALL textbooks and materials are available for purchase from USQ BOOKSHOP (unless otherwise stated). Orders may be placed via secure internet, free fax 1800642453, phone 07 46312742 (within Australia), or mail. Overseas students should fax +61 7 46311743, or phone +61 7 46312742. For costs, further details, and internet ordering, use the 'Textbook Search' facility at <http://bookshop.usq.edu.au> click 'Semester', then enter your 'Course Code' (no spaces).

Dickson, L 2005, *Foundation business studies introductory book*, University of Southern Queensland, Toowoomba.

Dickson, L 2005, *Foundation business studies study book*, University of Southern Queensland, Toowoomba.

Sykes, D, Hansen, V & Codsí, E 2000, *Business studies preliminary*, Longman, Melbourne. (FDN7451 Study package available from USQ registered provider.)

## REFERENCE MATERIALS

Reference materials are materials that, if accessed by students, may improve their knowledge and understanding of the material in the course and enrich their learning experience.

## STUDENT WORKLOAD REQUIREMENTS

ACTIVITY	HOURS
Directed Study	90.00
Private Study	56.00
Test	2.00

## ASSESSMENT DETAILS

Description	Marks out of	Wtg(%)	Due date
ASSIGNMENT 1	40.00	20.00	17 Aug 2007
ASSIGNMENT 2	30.00	15.00	07 Sep 2007
PROGRESS TEST	20.00	10.00	10 Sep 2007 (see note 1)
ORAL PARTICIPATION	10.00	5.00	26 Oct 2007 (see note 2)
FINAL TEST	100.00	50.00	31 Oct 2007 (see note 3)

### NOTES

1. The Progress Test should be scheduled as an in-class test at the beginning of week 8 in the program.
2. Oral Participation assesses each student's skill development in contributing to in-class activities throughout the semester. A final mark is assigned at the end of the teaching period - week 13.
3. The Final Test will be conducted in the end-of-semester test period.

## IMPORTANT ASSESSMENT INFORMATION

- 1 Attendance requirements:  
Students are required to attend at least 80% of the scheduled class sessions and ensure their attendance is registered with the staff member in charge of the activity. An exception to this attendance level may be made by the university where the student can produce documentary evidence that clearly demonstrates compassionate and compelling circumstances. In this case attendance of at least 70% of the scheduled class sessions will be acceptable. It is the student's responsibility to access information regarding course-related activities and administration.
- 2 Requirements for students to complete each assessment item satisfactorily:  
To satisfactorily complete an assessment item a student must achieve at least 50% of the marks. Students do not have to satisfactorily complete each assessment item to be awarded a passing grade in this course. Refer to Statement 4 below for the requirements to receive a passing grade in this course. All assignment items must be received prior to the start of

- the Final Test period for the semester in which the course is offered. Students may be required to resubmit an assignment that is unsatisfactory.
- 3 Penalties for late submission of required work:  
If students submit assignments after the due date without an approved extension then a penalty of 5% of the total marks available for the assignments may apply for each day late.
  - 4 Requirements for student to be awarded a passing grade in the course:  
To be assured of receiving a passing grade, a student must complete all of the summative assessment items, achieve at least 50% in the Final Test and at least 50% of the total weighted marks available for the course. Students who do not qualify for a passing grade may, at the discretion of the Examiner, be awarded a Supplementary Test and/or assigned additional work to demonstrate to the Examiner that they have achieved the required standard. It is expected that such students will have gained at least 40% of the total marks available for the course.
  - 5 Method used to combine assessment results to attain final grade:  
The final grades for students will be assigned on the basis of the weighted aggregate of the marks obtained for each of the summative assessment items in the course.
  - 6 Examination information:  
Final Test information: The final test in this course is a Restricted Test. In a Restricted Test, candidates are allowed access to specific materials during the test. The only materials that candidates may use in the restricted test for this course are: writing materials (non-electronic and free from material which could give the student an unfair advantage in the test); calculators which cannot hold textual information (students must indicate on their examination paper the make and model of any calculator(s) they use during the test; English translation dictionaries (but not technical dictionaries); Formula sheets;.
  - 7 Examination period when Deferred/Supplementary examinations will be held:  
Any Deferred or Supplementary tests for this course will be held within four weeks following the test period by arrangement with the examiner.
  - 8 University Regulations:  
Students should read USQ Regulations 5.1 Definitions, 5.6. Assessment, and 5.10 Academic Misconduct for further information and to avoid actions which might contravene University Regulations. These regulations can be found at the URL <http://www.usq.edu.au/corporateservices/calendar/part5.htm> or in the current USQ Handbook.

## **ASSESSMENT NOTES**

- 1 Students must retain a copy of each item submitted for assessment during the course of study. This must be produced within 24 hours if required by the Examiner. In accordance with the University's Assignment Extension Policy (Regulation 5.6.1), the examiner of a course may grant an extension of the due date of an assignment in extenuating circumstances.