



## 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: UNIPREP Applied Communication - Level B

Subject	Cat-nbr	Class	Term	Mode	Units	Campus
UNP	7382	70138	3, 2007	EXT	1.00	Toowoomba

<b>Academic group:</b>	INTOF
<b>Academic org:</b>	INT002
<b>Student contribution band:</b>	2
<b>ASCED code:</b>	010199

#### STAFFING

Examiner: Robyn Pigozzo

Moderator: Lyndal Wood

#### RATIONALE

Students entering into Business, Commerce or Psychology, need to apply their communication skills and to think critically in order to participate in lectures and tutorials and to successfully complete assessment tasks. Students also need to be numerate and have a basic understanding of functional relationships and classification and manipulation of data if they are to operate successfully at the tertiary level. This course is designed to allow students to: practice using both academic English and academic numeracy in the macro skills of reading, writing, listening and speaking; develop confidence and reduce anxiety in both academic English and numeracy; develop critical thinking through in a variety of problem solving sessions.

#### SYNOPSIS

The course consists of a series of group oriented problem solving sessions where students practice reading, writing, listening, speaking and academic numeracy skills. Students will submit reports, worksheets and learning logs designed around the degree students wish to enter.

#### OBJECTIVES

On completion of this course students will be able to:

1. organise and present information in a variety of forms and translate from one to another (such as oral, written, symbolic, pictorial and graphical) (Logs, Assignments 1, 2 & 3);
2. select and use appropriate problem solving or mathematical procedures in a range of situations (Final Test);
3. demonstrate an understanding of academic numeracy topics essential for tertiary study (Worksheets 1 - 9, Final Test);
4. demonstrate an ability to select and use appropriate technology such as calculators, measuring instruments and computers with selected software (Worksheets 1 - 9, Assignments 1 & 2);

5. communicate quantitative terms and symbols accurately and appropriately (Worksheets 1 - 9);
6. use accepted spelling, punctuation and grammar in written communication (Assignments 2 & 3).

## TOPICS

	Description	Weighting (%)
1.	Interpreting and writing about charts, tables and graphs (Weeks 2, 10)	17.00
2.	Introduction to report writing in practice (Week 3)	8.00
3.	Reading and writing about quantitative information (Weeks 4,5,6,9)	33.00
4.	Critical thinking (interpreting and solving logic problems - Weeks 1, 8)	17.00
5.	Everyday statistics and probability (language of probability and statistics, data collection, classification, interpretation and display - Weeks 7,11,12)	25.00

## 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).

Students are expected to have a scientific calculator.

Galligan, L et al 2005, *Applied communication/Mathematics communication: problem solving book*, University of Southern Queensland, Toowoomba.

## 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.

2001, *Applied communication Level A Book 1*, University of Southern Queensland, Toowoomba.

2001, *Applied communication Level A/B Book 2*, University of Southern Queensland, Toowoomba.

2001, *Applied communication Level B Book 3*, University of Southern Queensland, Toowoomba.

## STUDENT WORKLOAD REQUIREMENTS

ACTIVITY	HOURS
Assessment	36.00
Directed Study	48.00
Private Study	80.00

## ASSESSMENT DETAILS

Description	Marks out of	Wtg(%)	Due date
ASSIGN 1 - ST PROBLEM	20.00	6.00	08 Feb 2008 (see note 1)
ASSIGN 3 - REPORT	24.00	12.00	08 Feb 2008 (see note 2)
ASSIGN 2 - STOCK MARKET	30.00	12.00	08 Feb 2008 (see note 3)
LOGS	20.00	10.00	08 Feb 2008 (see note 4)
WORKSHEET 1	40.00	4.00	08 Feb 2008 (see note 5)
WORKSHEET 2	30.00	4.00	08 Feb 2008 (see note 6)
WORKSHEET 3	30.00	4.00	08 Feb 2008 (see note 7)
WORKSHEET 4	30.00	4.00	08 Feb 2008 (see note 8)
WORKSHEET 5	30.00	4.00	08 Feb 2008 (see note 9)
WORKSHEET 6	30.00	4.00	08 Feb 2008 (see note 10)
WORKSHEET 7	35.00	5.00	08 Feb 2008 (see note 11)
WORKSHEET 8	35.00	5.00	08 Feb 2008 (see note 12)
WORKSHEET 9	50.00	6.00	08 Feb 2008 (see note 13)
FINAL TEST	55.00	20.00	11 Feb 2008 (see note 14)

### NOTES

1. Student problem due according to individual schedule.
2. Due by week 11 of term.
3. Due by week 9 of term.
4. Due during the term as required by the teacher.
5. Due during the term as required by the teacher.
6. Due during the term as required by the teacher.
7. Due during the term as required by the teacher.

8. Due during the term as required by the teacher.
9. Due during the term as required by the teacher.
10. Due during the term as required by the teacher.
11. Due during the term as required by the teacher.
12. Due during the term as required by the teacher.
13. Due during the term as required by the teacher.
14. Complete by last week of term.

## **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:  
Refer to statement 4 below for the requirements to receive a passing grade in this course. All assessment items must be received prior to the start of the examination period for the semester in which the course is offered. Students may be required to re-submit an assessment piece that is unsatisfactory.
- 3 Penalties for late submission of required work:  
If students submit assignments after the due date without an approved extension of time then a penalty of 5% of the total marks available for the assignments will 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 attempt all of the summative assessment items, achieve at least 50% in the final test, 50% in the weighted marks in the worksheets, 50% of the weighted marks for assignments and logs 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 assigned additional work to demonstrate to the Examiner that they have achieved the required standard. It is expected that such students have gained at least 40% of the total weighted 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:  
Examinations in this course are restricted examinations. In a Restricted Examination, candidates are allowed access to specific materials during the examination. The only materials the candidates can use in the Restricted Examination for this course are: writing materials; 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 examination); 1 A4 page of hand written or typed notes (written on both sides).
- 7 Examination period when Deferred/Supplementary examinations will be held:  
Any Deferred or Supplementary examination will be held during the examination period at the end of the semester of the next offering of this course
- 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. 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.

### **OTHER REQUIREMENTS**

- 1 Part A requires you to work through a series of Worksheets to demonstrate your understanding of mathematics topics.
  - 2 Part B consists of different activities each week. Students must participate actively in the group work of the problem solving sessions. Students also must submit written work as required.
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